DOCUMENT RESUME

ED 150 361 08 CE 014 644

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TITLE Mountain-Plains Handbook: The Design and Operation of a Residential Family Based Education Program. Appendix. Supplement III to Volume 7. Preparing the Student: The Education Services Division.
INSTITUTION Mountain-Plains Education and Economic Development Program, Inc., Glasgow AFB, Mont.
SPONS AGENCY National Inst. of Education (DHEW), Washington, D.C.
PUB DATE Jul 75
CONTRACT NE-C-00-3-0298
NOTE 121p.; For related documents see CE 014 630-646 ; Some pages may be marginally legible

EDRS PRICE MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS *Auto Mechanics; *Career Education; Curriculum Design; Curriculum Guides; Demonstration Programs; *Disadvantaged Groups; Economically Disadvantaged; Educationally Disadvantaged; Equipment; Facilities; Family Programs; Federal Programs; Flow Charts; Guidelines; Individualized Programs; *Marketing; Objectives; Records (Forms); *Residential Programs; Service Occupations; Staff Utilization; Student Records; Tourism; *Vocational Education
IDENTIFIERS Mountain Plains Program

ABSTRACT

One of three supplements which accompany chapter 7 of "Mountain-Plains Handbook: The Design and Operation of a Residential, Family Oriented Career Education Model" (CE 014 630), this document contains specific information concerning the mobility and transportation component and marketing and tourism component of the educational services division. The following materials related to the mobility and transportation component are included: facility and equipment plans, curriculum samples, automotive flow chart, and miscellaneous forms and reports. The following materials related to the marketing and tourism component are included: staffing and facility plans, marketing and tourism career ladders, student forms, and student course objectives. (BM)

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NATIONAL EDUCATION R&D MODEL

MOUNTAIN PLAINS EDUCATION ECONOMIC DEVELOPMENT PROGRAM INC.

ED150361

MOUNTAIN-PLAINS HANDBOOK

THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

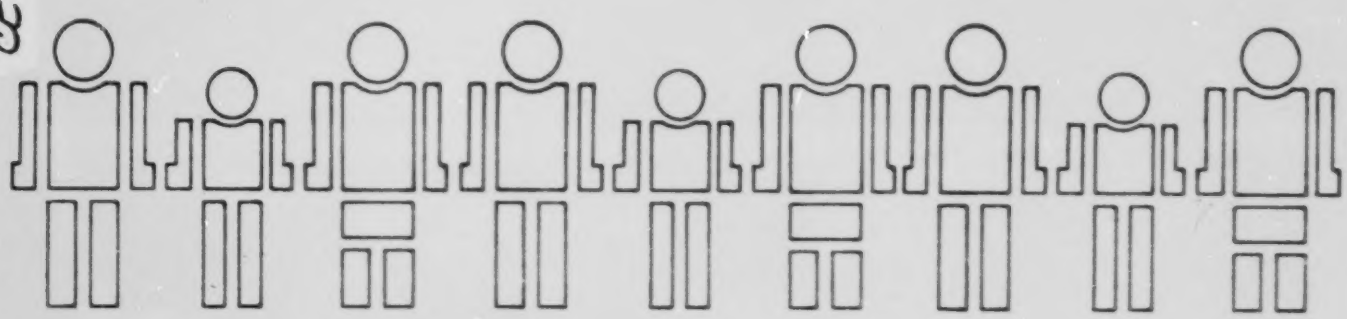
APPENDIX

SUPPLEMENT NO. 3 TO VOLUME 7

PREPARING THE STUDENT:

EDUCATIONAL SERVICES DIVISION

CE 014 644



APPENDIX

This supplement is designed for use in conjunction with Volume VII.

Supplement 3 To Volume VII

PREPARING THE STUDENT: THE EDUCATION SERVICES DIVISION

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The material presented in this publication was performed pursuant to Contract NE-C-00-3-0298. The opinions expressed herein do not necessarily reflect the position or policy of the National Institute of Education and no official endorsement by that agency should be inferred.

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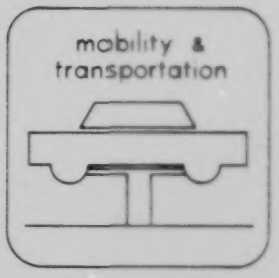
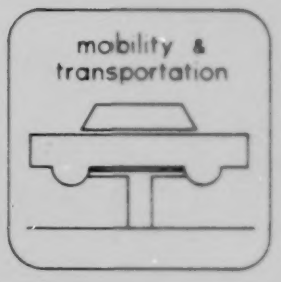
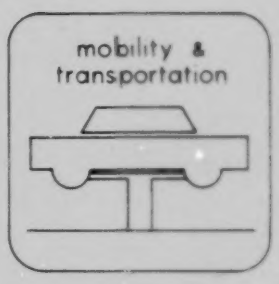
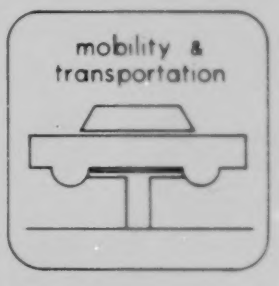


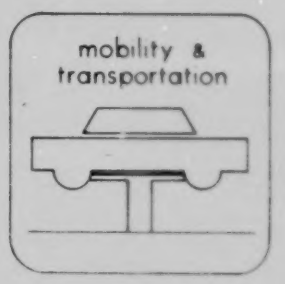


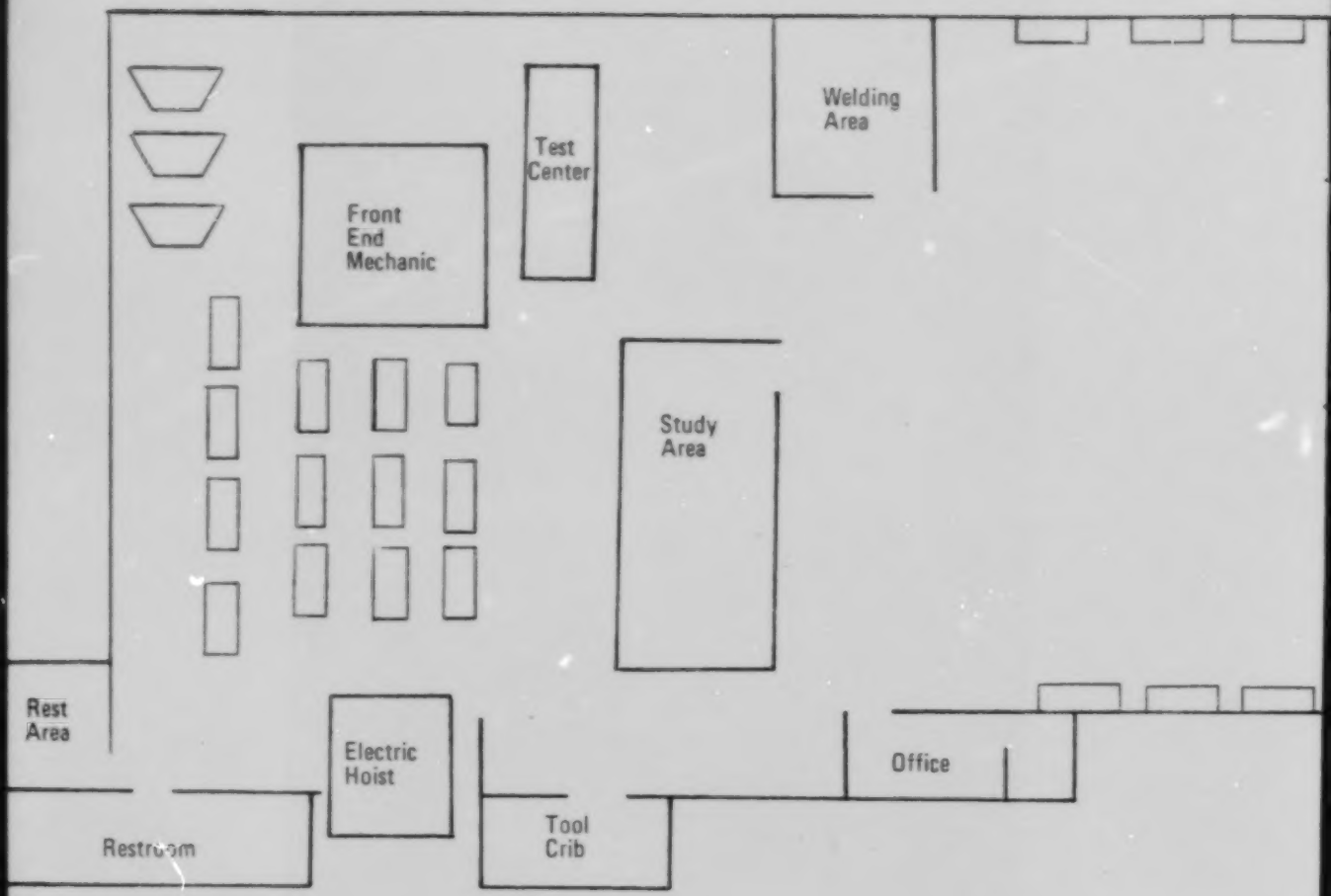
EDUCATION SERVICES DIVISION



MOBILITY AND TRANSPORTATION COMPONENT







AUTOMOTIVE FLOOR PLAN

Shop Safety 37.01

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, 1969.
3. Safety Manuals.
4. First Aid (pamphlet).
5. A Telephone Directory.

Equipment

1. Fire extinguisher.
2. Eye protector.
3. Hand protectors.
4. Jack stands.

Tools and Equipment 37.02

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, 1969.

Equipment

1. Basic hand tools.
2. Precision measuring tools.
3. Jacks and lifts.
4. Presser and puller.

Brake Systems 37.03

Printed Materials

1. A Lathe Operator's Manual.
2. Automotive Service and/or Repair Manuals such as Motors Repair Manual. The Hearst Corporation, 1972, or the equivalent.
3. Manufacturers Specifications for Brake Systems.

Audio/Visual

Super 8 Sound Films: Brake Work Filmstrips

1. #FAA152. Nomenclature and Adjustments. DCA Educational Products, Inc.
2. #FAA162. Disassembly Procedures. DCA Educational Products, Inc.
3. #FAA172. Assembly Procedures. DCA Educational Products, Inc.
4. #FAA182. Disassembly Procedures. DCA Educational Products, Inc.
5. #FAA192. Assembly Procedures. DCA Educational Products, Inc.
6. #FL-7774. Single Piston Caliper Disassembly. Universal Education & Visual Arts.
7. #FL-7775. Single Piston Caliper Cleaning and Inspection. Universal Education & Visual Arts.
8. #FL-7776. Single Piston Caliper Assembly. Universal Education & Visual Arts.
9. #FL-7777. Removing the Pads. Universal Education & Visual Arts.
10. #FL-7778. Installing the Pads. Universal Education & Visual Arts.
11. #FL-7771. Dual Master Cylinder Disassembly. Universal Education & Visual Arts.
12. #FL-7772. Dual Master Cylinder Cleaning and Honing Part II. Universal Education & Visual Arts.
13. #FL-7773. Dual Master Cylinder Assembly Part III. Universal Education & Visual Arts.

Equipment

1. Vehicles: Needing wheel cylinder replacement.
   Needing brake shoe adjustment.
   Needing brake inspection.
   With a single-unit master cylinder needing an overhaul.
   With a dual master cylinder needing an overhaul.
   With defective disc brake caliper.
   Needing disc brake pad replacement.
   Needing brake bleeding.
   With defective power brake unit.
   Needing emergency brake adjustment.
2. Brake fluid.
3. Caliper repair equipment.
4. Fender covers.
5. AVT System Super 8 mm Instant Film Loop Player.
6. Hand tools.
7. Jack and jack stands.
8. Brake drum.
9. Brake linings.
10. New brake shoes.
11. Wheel cylinder repair kit.
12. Brake lathe.
13. Master cylinder repair kit.
14. Filmstrip projector.
15. New pads.
16. Disc brake rotor.
17. Pressure bleeder and operator's manual.
18. Power brake replacement parts.

Suspension System 37.04

Printed Materials

1. Manual for year and model of cars to be worked on.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
4. Auto repair manuals. (Motors Repair Manual, the Hearst Corporation, 1972 or equivalent).

Audio/Visual

Set of Filmstrips on Wheel Alignment

1. #FFA062. DCA Educational Products, Inc.
2. #FFA072. DCA Educational Products, Inc.
3. #FFA082. DCA Educational Products, Inc.
4. #FFA092. DCA Educational Products, Inc.
5. #FFA102. DCA Educational Products, Inc.
6. #FFA112. DCA Educational Products, Inc.
7. #FFA122. DCA Educational Products, Inc.
8. #FFA132. DCA Educational Products, Inc.
9. #FFA142. DCA Educational Products, Inc.

Filmstrips:

10. #FFA032. Run Out & Out of Balance. DCA Educational Products, Inc.
11. #FFA042. Front Wheels. DCA Educational Products, Inc.
12. #FFA052. Rear Wheels. DCA Educational Products, Inc.

Equipment

1. Automobiles: Equipped with manual steering adjustment.
   Equipped with eccentric wheel alignment adjustment.
   With slide adjustment.
   With shim type caster adjustment.
   With shim type wheel alignment.
   Needing idler arm replacement.
   Needing new ball joints.
2. AVT System Super 8 mm Instant Film Loop Player.
3. Bubble balancer (static balance).
4. Weights and weight hammer tool.
5. Spin balance equipment.
6. Jack and safety stands.
7. Bearing grease.
8. Hand tools.
9. New replacement wheel bearings.
10. Torque wrench.
11. New replacement parts for auto needing ball joints.
12. Special tools for installation.
13. Cotter keys.

14. Vehicle needing tie-rod replacement
15. Grease.
16. New tie rods.
17. Creeper.
18. Idler arm.
19. Vehicle needing control arm bushing replacement.
20. New control arm bushings.
21. Vehicle needing toe adjustment.
22. Special suspension system tools.
23. Alignment equipment.
24. Alignment specifications.
25. Gearbox repair parts.
26. Gearbox lube.
27. Power steering pumps.
28. Power steering pump overhaul kit.
29. Replacement parts for power steering pumps.
30. Power steering fluid.
31. Power steering control unit.
32. Replacement parts for power steering control unit.
33. Drain pan.
34. Power steering cylinder.
35. Replacement parts for power steering cylinder.

Electrical Systems 37.05

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Operator's Manuals.
4. Automobile Encyclopedia, Motor Services.

Audio/Visual

Filmstrips:

1. #FAA262. Load Test. DCA Educational Products, Inc., Universal Education Film Loops.
2. #FAA272. Charge-Volts Test. DCA Educational Products, Inc., Universal Education Film Loops.
3. #FAA282. Starter Current Draw Test. DCA Educational Products,, Universal Education Film Loops.

Equipment

1. Automobiles: Needing turn signal repair.
   Needing headlight and parking light repair.
   Needing taillight or brake light repair.
   Needing instrument light repair.
   With voltage regulator.
   With defective alternator.
   With defective generator.
   With functioning charging system.
   Needing starting wiring system checked.
   With battery needing service.
2. AVT System Super 8 mm Instant Film Loop Player.
3. Baking soda and water.
4. Battery cable puller (tool).
5. Battery connection cleaner.
6. Fender covers.
7. Hand tools.
8. Battery charger.
9. Battery cleaners.
10. Battery to be tested.
11. Battery testing equipment.
12. Defective Chrysler gear reduction starter.
13. Starter testing equipment.
14. Starter repair manual.
15. Defective Ford starter.
16. Ford starter replacement parts.
17. Test equipment.
18. Repair manual, Motor Repair Manual, the Hearst Corporation, 1972, or equivalent.
19. Charging system test equipment.
20. Genorator test equipment.
21. Replacement parts as needed.
22. Alternator test equipment.
23. Alternator replacement parts as needed.
24. Regulator testing equipment.
25. Auto ignition system.
26. Circuit tester.
27. Turn signal replacement parts.
28. Seat cover towel.
29. Replacement parts for electrical systems.

Emission Systems 37.07

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
3. National Service Data. Mitchell Manuals, Inc.
4. Automotive Encyclopedia. Goodhart-Wilcox, Inc.
5. Motors Repair Manual. The Hearst Corporation, 1972 or equivalent repair manual.

Equipment

1. Automobiles: Needing PCV valve inspection and service.
   With air pump.
   With air injector.
   With air pump check valve.
   With anti afterburn valve.
   Needing testing for combustion efficiency.
   With Ford emission control system.
   With Chrysler emmission control system.
   With GM emission control system.
2. Fender cover.
3. Hand tools.
4. Equipment for testing exhaust efficiency (exhaust analyzer).
5. Ford emission control system parts.

Tune-Up 37.08

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Engine Test Equipment Operator's Manual.
4. Operator's Manual.
5. Distributor Specification Repair Manual.
6. Battery Testers Operator's Manual.

Equipment

1. Automobiles: With a distributor.
   Needing ignition points and condenser replaced.
   Needing battery parts cleaned.
   Needing timing adjusted.
   Needing secondary ignition cables replaced.
   Needing spark plug replacement.
   Needing plugs serviced.
   To test charging output.
   With functioning starter system.
   Needing secondary cables tested.
2. Tachometer.
3. Cylinder leakage guage.
4. Vacuum guage.
5. Cylinder leakage tester.
6. Fender covers.
7. Hand tools.
8. Paper.
9. Timing light.
10. Distributor machine.
11. Ignition distributor.
12. New points and condenser.
13. Dwell meter.
14. Ohm meter.
15. Battery cable remover.

16. Battery terminal cleaner.
17. Baking soda and water.
18. Post coater or grease.
19. New secondary cables.
20. New spark plugs.
21. Spark plug cleaning machine.
22. Battery load tester.
23. Volt-Ampere meter.
24. Core tester.
25. Charging system test equipment.
26. Battery.
27. Battery charger.
28. Voltmeter.
29. Ignition coil.
30. Coil output tester.

Transmissions 37.10

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Service/Repair Manuals.
3. National Service Data. Mitchell Manuals.

Audio/Visual

1. Film: Torque Connector, Mountain Plains.

Equipment

1. AVT System Super 8 mm Instant Film Loop Player.
2. Automobile: With standard transmission.
   With automatic transmission.
   With two speed automatic transmission.
   With three speed automatic transmission.
   Needing throw-out bearing.
   Needing clutch adjustment.
   With clutch problem.
   Needing new U joint.
   With two piece propeller shaft.
   With rear axle assembly.
   Needing axle bearing and seal replacement.
3. Clutch aligning tool.
4. Hand tools.
5. Jack and jack stands.
6. New clutch plate.
7. New pressure plate.
8. Bushing puller.
9. Engine equiped with pilot bushing.

10. New pilot bushing.
11. New throw-out bearing.
12. Puller.
13. Snap-ring pliers.
14. Gasket cement.
15. Shift cover gasket.
16. Pressure test equipment.
17. Transmission jack.
18. Drain pan.
19. Cleaning fluids.
20. Two speed connector and stator.
21. Clutch units.
22. Press.
23. Solvent.
24. Servo bands for the two-speed.
25. Cleaning solvent.
26. Bypass/Pressure Regulator Valve.
27. Magnifying glass.
28. Pump.
29. Valve body.
30. Finishing stove.
31. Trouble light.
32. Governor.
33. Servo pistons.
34. Planetary unit.
35. Thickness guage.
36. Disassembled transmission.
37. Transmission equipment.
38. Transmission fluid.
39. Transmission jack.
40. Pressure testing equipment.
41. Drain pan.
42. Special transmission equipment.
43. Three-speed valve body.
44. Three-speed international servo.
45. Three-speed governor.
46. Bushing driver tool.
47. Rear seal and bushing of a three-speed transmission.
48. Replacement parts.
49. File.
50. Control valve.
51. Front pump.
52. Drive line components.
53. Reverse clutch and high clutch.
54. Forward clutch.
55. One-way clutch unit.
56. Planetary gears.
57. Piston servo band.
58. Converter.
59. Disassembled three-speed transmission.
60. New U joint.
61. Axle housing equiped with differential.
62. Carrier and pinion bearings.
63. Differential unit.
64. Dial indicator.
65. White lead.
66. Slide hammer puller.
67. Axle bearing and seal (new).
68. C Clamp.
69. Hydraulic press.
70. Seal removal tool

Auto Air Conditioning 37.11

Printed Materials

1. An Air Conditioning Service Manual.
2. Automobile Air Conditioning. Boyce H. Dwiggins, Delmar Publishers, 1970 and 1967 (two editions).
3. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
4. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.

Equipment

1. Vehicle with air conditioning.
2. Air conditioning equipment.
3. Replacement hose and fittings for air conditioning.
4. Air conditioning fluid.
5. Eye protection.
6. Fender covers.
7. Soap solution.
8. Freon.
9. Halide leak detector.
10. Hand Tools.
11. Manifold and guage.
12. Vacuum pump.

Parts and Accessories 37.12

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Labor Price Conversion Chart.
4. Reference Manual.
5. Latest Time and Parts Manuals Available.

Equipment

1. Air hose and blow nozzle.
2. Air supply.
3. Stal- and parts to be cleaned.
4. Serger tool.
5. Slops standard checklist.
6. Solvent brush.
7. Solvent and container.
8. Cleaning equipment (rags, trash can, broom, floor cleaning soap, squeegee, etc.)
9. A customer (real or role played) requesting repair work for a vehicle needing work.
10. A work order and checklist.

Detailing and Servicing 37.13

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox. Inc., 1969.

Equipment

1. Automobile: Needing oil change.
   Needing oil filter change.
   Needing a lubrication job.
   Needing tires changed and/or rotated.
   Needing doors and hoods adjusted.
2. Appropriate service manuals for detailing and servicing the various makes of cars.
3. Fender covers.
4. Replacement oil.
5. Replacement oil filter.
6. Oil drain dispenser.
7. Proper band tools.
8. Hoist or jack stands and jacks.
9. Lubrication equipment and chart.
10. Tire to mount on rim assembly.
11. Tire changing equipment.(rubber lubricant, hand wire brush, tire removal tool, etc.)
12. Hand tools for door adjustment.

Automotive Fuel Systems 37.06

Printed Materials

1. Automotive Fundamentals. Stockel, 1969.
2. Automotive Mechanics. Stockel, 1969.
3. Motors Encyclopedia. Toboldt & Johnson, 1970.
4. Service manuals.
5. Fuel Filter Specification manual.
6. Fuel Pump Specification manual.

Equipment

1. Carburetors and repair kits:
   single throat
   dual barrel
   four barrel
   quadrajet
   thermoquad
2. Carburetor with:
   automatic choke
   automatic electric choke
3. Butcher paper.
4. Carburetor cleaner solution.

5. Fender covers.
6. Fuel filter.
7. Fuel pump.
8. Gaskets.
9. Tachometer.
10. Wire cleaning basket.

Engine Repair 37.09

Printed Materials

1. Automotive Fundamentals. Stockel, 1969.
2. Automotive Mechanics. Stockel, 1969.
3. Motors Encyclopedia. Toboldt & Johnson, 1970.
4. Service manuals.

Equipment

1. Anti-freeze.
2. Camshaft.
3. Connecting rods.
4. Coolant.
5. Carbon scraper.
6. Cylinder head.
7. Crankshaft bearings.
8. Dial indicator.
9. Drain pan and funnel.
10. Engine block.
11. Fender covers.
12. Flush gun and water source.
13. Hand tools.
14. Hoses and hose clamps as needed.
15. Magnifying glass.
16. Micrometers.
17. Oil.
18. Oil pump (new).
19. Overhead cam head to be overhauled.
20. Overhead valve head to be overhauled.
21. Pan gasket set.
22. Plasti-gauge.
23. Pistons.
24. Remote oil test gauge.
25. Repair manual.
26. R. P. M. meter.
27. Straight edge ruler.
28. Torque wrench.
29. Source of heat.
30. Thermostat and gasket.
31. Thermometer.
32. Valve grind equipment.
33. Valve grind gasket set and replacement valves (if needed).
34. Valve spring compressor.
35. Wire brush with electric drill.
36. Water pump and gasket.
37. Wire.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 36: WELDING

Gas Welding '36.01

Printed Materials

1. Welding Skills and Practices. Giachino, Weeks, Brune, 4th Edition, American Technological Society, 1971.

Audio/Visual

none

Equipment

1. Oxygen-acetylene welding and cutting equipment.
2. Safety goggles.
3. Protective clothing.
4. Supplies: 4 by 1/8 or 4 by 3/16 metal stock
   4" by 4" by 1/8" sheet metal plate
   scrap practice metal
   cast iron
   bronze weld rods
   bronze flux
   pipe sections of the same diameter

Arc Welding 36.02

Printed Materials

1. Welding Skills and Practices. Giachino, Weeks, Brune, 4th Edition, American Technological Society, 1971.

Audio/Visual

none

Equipment

1. Arc welding equipment: 225 amp AC DD arc welder
   high frequency stabilizer
   tig torch and regulator
   mild steel welding electrode
   weld bend test equipment
2. Welding face mask.
3. Protective clothing (gloves, jacket, or apron).
4. Holding fixture.
5. Supplies: 4 by 4 by 1/5 inch metal plate
   4" by 4" by 3/8" thick mild steel
   metal stock: two 2" x 4" x 3/8" plates
   two 1" x 1/4" x 2"
   two pieces stock metal (3 x 2 x 1/4")
   metal stock: one 4" x 3" x 3/8"
   one 3" x 3" x 3/8"
   two 2" x 4" x 3/8" plates
   two 2" x 4" x 3/8" metal plates
   four 2" x 4" x 3/8" pieces of metal stock
   iron

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 38 SMALL ENGINES

Basic Small Engines 38.01

Printed Materials

1. All About Small Gas Engines. Purvis, Goodheart-Wilcox Company, Inc., 1963.
2. Auto Engines and Electrical Systems. Blanchard & Ritchen, Motor, 250 West 55th Street, New York, 1970.
3. Automotive Electrical Equipment: Construction. Crouse, McGraw-Hill Book Company, 1971.
4. Auto Service and Repair. Stockel, Goodheart-Wilcox Company, Inc., 1969.
5. Briggs & Stratton Repair Instructions IV. Briggs & Stratton Corporation, Milwaukee, Wisconsin.
6. Briggs & Stratton Parts and Service Data, (4-cycle Gasoline Engines). Briggs & Stratton Corporation, Milwaukee, Wisconsin.
7. Chainsaw Service Manual, (Fourth Edition). Intertec Publishing Corporation, 1974.
8. Collection of small engine manufacturer's service manuals.
9. Exploring Power Mechanics, (Second Edition). Glenn, Charles A. Bennett Company, Inc., 1967.
10. General Power Mechanics. Crouse, Mc-Graw-Hill Book Company.
11. Kohler service manuals, Kohler Company, Kohler, Wisconsin.
12. Lawn Boy Mechanics Handbook: Mowers. Outboard Marine Corporation.
13. Lawn Boy Service Manual. Outboard Marine Corporation.
14. Lawson Power Products service manuals and parts books.
15. Model 98 Ignition Analyses Manual of Operation and Test Data. Merc-O-tronic Instruments Corporation, 1969.
16. Motorcycle Flat Rate Manual (Second Edition). Intertec Publishing Corporation, 1972.
17. Motorcycle Service Manual, (Third Edition), Volumes 1 & 2. Intertec Publishing Corporation.
18. Operating Instructons for All Graham 51 Models, Coil and Condenser Testers. Graham-Lee Electronics, Inc., Minneapolis, Minnesota.
19. Outboard Flat Rate Manual (Fourth Edition). Intertect Publishing Corporation.
20. Outboard Motor Service Manual (Sixth Edition), Volumes 1 & 2. Intertec Publishing Corporation.
21. Power Technology. Stephenson, Delmar Publishers, 1968.
22. Shop Safety. Westinghouse Learning Corporation, 1970.
23. Small Engines & Chainsaw Flat Rate Manual. Intertec Publishing Corporation.
24. Small Engines: Care & Operation, Volume 1. American Association for Vocational Instruction Materials, 1971.
25. Small Engines: Maintenance & Repair, Volume 2. American Association for Vocational Instruction Materials, 1971.
26. Small Engines: Operation & Maintenance. Crouse, McGraw-Hill Book Company, 1974.
27. Small Engines Service Manual (9th Edition). Technical Publications Division, Intertec Publishing Corporation.

28. Small Gasoline Engines. Stephenson, Delmar Publishers, 1964.
29. Small Gasoline Engines Training Manual, Pipe 1. Howard W. Sams and Company, Inc., 1969.
30. Snowmobile Service Manual (Sixth Edition). Intertec Publishing Corporation, 1973.
31. Work Order (forms).

Audio/Visual

2 x 2 Slides:

1. Briggs And Stratton Slide Set:
   a. Bearing replacement.
   b. Checking carburetors.
   c. Disassembly Inspection and Re-assembly Procedures.
   d. Re-sizing cylinders.
   e. Troubleshooting.
   f. Valve and seat reconditioning.

Overhead Slides:

2. Power Technology Projectuals, Delmar Publishers (set of 21 overhead slides).
3. Small Gasoline Engines. James L. Smartt, Delmar Publishers (set of 18 overhead slides.)

Equipment

1. Analyzer/tester, ignition, model 98.
2. Balancer, blade, lawn mower.
3. Bits, drill set (1/16" to 1/2").
4. Caliper, vernier.
5. Chisel, set (assorted).
6. Coils, ignition (assortment).
7. Condensers, ignition (assortment).
8. Drill, 3/8" vari-speed.
9. Engine, 2-cycle.
10. Engine, 2-cycle (cutaway).
11. Engine, 4-cycle.
12. Engine, water cooled.
13. Engines, with various types of ignition systems.
14. File, metal cutting.
15. Gauges, feeler (flat & wire).
16. Gauges, Go-Nogo (Briggs & Stratton).
17. Gauge, telescoping.
18. Grinder, bench.
19. Hacksaw.
20. Holder, flywheel (Briggs & Stratton).

21. Magnito, complete assembly.
22. Micrometer, inside/outside.
23. Mower, lawn power.
24. Pilot, for reamers (Briggs & Stratton).
25. Projector, overhead.
26. Projector, slide.
27. Pullers, assorted.
28. Pumps, fuel.
29. Punch, set (assorted).
30. Reamers, bushing (Briggs & Stratton).
31. Reamers, set (Briggs & Stratton).
32. Scales, steel.
33. Screen, projection.
34. Tester, coil and condenser (Graham Model 51).
35. Tools, hand:
    - tool box with tray
    - pad lock
    - pliers (needle nose, diagonal, slip joint)
    - raw hide mallet (no. 3).
    - ball peen hammer (12 oz.)
    - 3/8" drive
    - 13/16" spark plug socket
    - ratchet, husky
    - extension, 12 ft. and 5 ft.
    - break over handle
    - speed handle
    - 9 piece metric socket set
    - swivel
    - swivel sockets, sizes 1/2" and 9/16"
    - plastic mallet, 12 oz.
    - impact driver with bits
    - standard sockets, sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
    - deep sockets, sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
    - 4 piece phillips screwdriver set
    - 4 piece slot head screwdriver set
    - combination end wrench, sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
    - 10 piece metric wrench set
36. Tools, special (Lawnboy):
    - air gap gauge
    - bearing installer
    - bearing remover
    - crankshaft guide
    - engine stand
    - governor gauge
    - piston stop
    - ring compressor
    - seal installer
37. Tool, valve facing.
38. Tool, valve seat finishing.
39. Wrench, clutch.
40. Wrench & sockets, air impact.
41. Wrench, torque (1/4" & 3/7").

Chainsaw 38.02

Printed Materials

1. Chainsaw Service Manual (Fourth Edition). Intertec Publishing Corporation, 1974.
2. Small Engines Service Manual (10th Edition). Technical Publications Division, Intertec Publishing Corporation.

Audio/Visual

none

Equipment

1. Chainsaw.
2. File, chainsaw (assortment).
3. Guide, file.
4. Test equipment, electrical:
   - Yamaha electrical tester
   - point checker
   - meter, multi
   - timing light
   - Graham coil tester
   - Merc-o Tronic coil tester
5. Tools, hand:
   - tool box with tray
   - pad lock
   - pliers, needle nose, diagonal, slip joint
   - raw hide mallet (no. 3)
   - ball peen hammer (12 oz.)
   - 3/8" drive
   - 13/16" spark plug socket
   - ratchet, husky
   - extension, 12 ft and 5 ft
   - break over handle
   - speed handle
   - 9 piece metric socket set
   - swivel
   - swivel socket, 1/2" and 9/16"
   - plastic mallet 12 oz.
   - impact driver with bits
   - standard sockets; sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
   - deep sockets; sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
   - 4 piece phillips screwdriver set
   - 4 piece slot head screwdriver set
   - combination end wrench; sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
   - 10 piece metric wrench set
6. Wrench and sockets, air impact

Snowmobile 38.03

Printed Materials

1. Small Engines Service Manual (10th Edition). Technical Publications Division, Intertec Publishing Corporation.
2. Snowmobile Manufacturer's Service Manuals (collection).
3. Snowmobile Service Manual (Sixth Edition). Intertec Publishing Corporation, 1973.

Audio/Visual

none

Equipment

1. Gun, pop rivit.
2. Jack.
3. Pullers, flywheel, assorted.
4. Snowmobile (one with bogie wheel suspension and one with slide rail suspension).
5. Test equipment, electrical:
   - Yamaha electro-tester
   - point checker
   - meter, multi
   - timing light
   - Graham coil tester
   - Merc-o Tronic coil tester
6. Tools, hand:
   - tool box with tray
   - pad lock
   - pliers, needle nose, diagonal, slip joint
   - raw hide mallet (no. 3).
   - ball peen hammer (12 oz.)
   - 3/8" driver
   - 13/16" spark plug socket
   - ratchet, husky
   - extension, 12 ft and 5 ft
   - break over handle
   - speed handle
   - 9 piece metric socket set
   - swivel
   - swivel socket, 1/2" and 9/16"
   - plastic mallet 12 oz.
   - impact driver with bits
   - standard socket; sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
   - deep sockets; sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
   - 4 piece phillips screwdriver set
   - 4 piece slot head screwdriver set

combination end wrench; sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
10 piece metric wrench set

7. Track repair kit.
8. Welding equipment, arc.
9. Welding equipment, gas.
10. Wrench and sockets, air impact.

Motorcycles 38.04

Printed Materials

1. Motorcycle manufacturer's service manuals collection.
2. Motorcycle Service Manual, Third Edition, Volumes 1 & 2. Intertec Publishing Corporation.

Audio/Visual

none

Equipment

1. Dial indicator with clamp.
2. Jig, wheel alignment.
3. Motorcycle.
4. Pullers, flywheel, assorted.
5. Test equipment, electrical:
   Yamaha electro tester
   point checker
   meter, multi
   timing light
   Graham coil tester
   Merc-o Tronic coil tester
6. Timing kit, mechanical.
7. Tire patching kit.
8. Tires, motorcycle.
9. Tools, hand: tool box with tray
   pad lock
   pliers, needle nose, diagonal, slip joint
   raw hide mallet (no. 3)
   ball peen hammer (12 oz.)
   3/8" driver
   13/16" spark plug socket
   ratchet, husky

extension, 12 ft and 5 ft
break over handle
speed handle
9 piece metric socket set
swivel
swivel socket, 1/2" and 9/16"
plastic mallet 12 oz.
impact driver with bits
standard sockets, sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
deep sockets, sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
4 piece phillips screwdriver set
4 piece slot head screwdriver set
combination end wrench, sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
10 piece metric wrench set

10. Tools, tire repair.
11. Wheels, motorcycle.
12. Wrench, nipple.
13. Wrench and sockets, air impact.

Outboard Engines 38.05

Printed Materials

1. Evinrude Service Manual (1972), Fisherman 6 h.p. Outboard Marine Corporation, 1971.
2. Marine Engine Technician (workbook). Ken Cook Transnational, 1971.
3. Outboard engine manufacturer's service manuals collection.
4. Outboard Motor Service Manual (Sixth Edition) Volumes 1 & 2. Intertec Publishing Corporation.
5. Outboard Motor and Boating. Uskali, Theodore Audel and Company, 1969.

Audio/Visual

none

Equipment

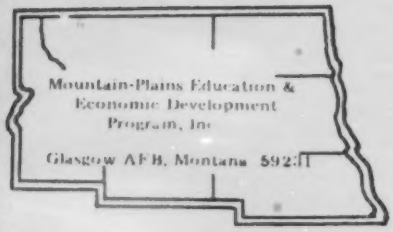
1. Outboard engine.
2. Pullers, flywheel, assorted.
3. Test equipment, electrical:
   Yamaha Electro tester
   point checker

meter, multi
timing light
Graham coil tester
Merc-o Tronic coil tester

4. Timing kit, mechanical.
5. Tools, hand: tool box with tray
pad lock
pliers, needle nose, diagonal, slip joint
raw hide mallet (no. 3)
ball peen hammer (12 oz.)
3/8" driver
13/16" spark plug socket
ratchet, husky
extension, 12 ft and 5 ft
break over handle
speed handle
9 piece metric socket set
swivel
swivel socket, 1/2 " and 9/16"
plastic mallet 12 oz.
impact driver with bits
standard sockets, sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
deep sockets, sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
4 piece phillips screwdriver set
4 piece slot head screwdriver set
combination end wrench, sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
10 piece metric wrench set
6. Wrench and sockets, air impact.

File Code: 37.00.00.00.A1-1

APPENDIX B 1 Date Published: 11-11-74



Learning Experience Guide

JOB TITLE: TRANSMISSION AND ENGINE REPAIR

DESCRIPTION: Automotive Transmission and Engine Repair is made up of a group of courses that will provide information, procedures, and practices related to becoming an automotive engine repair and transmission specialist.

The course in automotive engine repair and transmission specialist deals with the following:

A. Safety practices, that protect the student and other shop personnel and general shop equipment.

B. Proper usage and care of tools, special tools and equipment, and general shop equipment.

C. Theory and working knowledge of the automotive four cycle engine, engine construction, cooling systems, lubrication system, valve train engine, block engine repair and related testing.

D. Theory and working knowledge of clutches, standard transmission, two and three speed transmissions, drive shafts, and differentials, testing of, and related repairs.

E. Included in the specialty training is the proper use of the service manuals time and parts manuals, related accessories, care and cleaning of tools, equipment, work area and parts.

OBJECTIVE: Recognize the proper operation of the automotive four cycle engine and apply the theory of the cooling system, lubrication slystem, valve train engine block and engine testing to the repair of the automotive engine.

Recognize the correct usage of manufacturer's specifications, safety, the use of appropriate tools and equipment. Apply the theory of the automatic transmissions, standard transmission, differentials drive shafts and clutches and testing to the repair of each.

GENERAL INSTRUCTION:

Course pre-tests
Study courses listed
Unit performance tests
Course post test

Principal Author(s): W. Osland

COURSE TITLES:

37.01 Shop safety
37.02 Tools and equipment
37.09 Engine repair
37.10 Transmissions
37.12 Parts and accessories
37.13 Retail and Service

RESOURCES:

Auto Service and Repair, Stockles, Goodhart, and Wilcox, 1969
Auto Mechanics Fundamentals, Stockles, Goodhart, and Wilcox, 1969.
Motor Services Automotive Encyclopedia, Tadboldt, Johnsen, Goodhart and Wilcox, 1970
Service Manuals
Time and Parts manuals
Hand tools
Compression gauge
Rige neamer
Cylinder Hone
Micrometers
Ring compressors
Ring expanders
Valve grinding equipment
Valve Guide knurlizer
Piston skirt knurlizer
oil leak detector
Cleaning equipment
Clutch compressor
Snapping pliers
Pressure gauges
Special adjusting tools
torque wrench
transmission jack

EVALUATION PROCEDURES:

80% accuracy on all course, unit and lap post-tests
80% accuracy on lap study work
80% accuracy on performance test based on manufacturer's recommendations and instructors' criterion.

FOLLOW-THROUGH:

The student will take the course pre-tests. A work plan is then made up to fit the student's personal needs, to meet the objectives of this job title.

The student will study the shop safety, tools and equipment, then proceed through the learning activities, taking lap, unit, and course tests. Performance tests are given if applicable to each unit.

STUDENT PROGRESS RECORD

10/1/74

Name _____ Number _____

Curriculum Area 37 AUTOMOTIVE

JOB TITLE: Engine Repair/Transmissions

Entry Date APPENDIX B 2

Pretest Date _____

Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Completed	Instructor's Initials		
.01	Automotive Shop Safety						
	Pretest Score Post Test Score						
.01	Shop Safety						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Shop Safety						
.02	Safety with Tools						
.03	First Aid						
.04	Shop Safety Observation						
	Tools and Equipment						
	Pretest Score Post Test Score						
.01	Basic Tools						
	Pretest Post Test Perf. Test						
.01	Hand Tool Fundamentals						
.02	Hand Tool Practice						
.02	Special Tools						
	Pretest Post Test Perf. Test						
.01	Precision Measuring Tools Fundamentals						
.02	Precision Measuring Tools Practice						
.03	Fasteners and Torque Wrench						
.03	Shop Equipment						
	Pretest Post Test Perf. Test						
.01	Shop Equipment Fundamentals						
.02	Jacks and Lifts Practice						
.03	Presses and Pullers Practice						
.04	Toolroom Observation						
	Electrical Systems						
	Pretest Score Post Test Score						
.01	Fundamentals of Electrical Systems						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Electricity						
.02	Battery Servicing						
	Pretest Post Test Perf. Test						
.01	Fundamentals of the Storage Battery						
.02	Servicing the Storage Battery						
03	Testing the Storage Battery						

STUDENT PROGRESS RECORD

Name _____ Number _____

Curriculum Area 37 AUTOMOTIVE

JOB TITLE: Engine Repair/Transmissions

Entry Date _____

Pretest Date _____

Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Com-pleted	Instruc-tor's Initials		
OR	Tune-up						
	Pretest Score Post Test Score						
.01	Fundamentals of Tune-up ▸						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Tune-up						
.02	Tune-up						
	Pretest Post Test Perf. Test						
.01	Power Balance Test						
.02	Cranking Vacuum Test						
.03	Testing Cylinder Leakage						
	Engine Repair						
	Pretest Score Post Test Score						
.01	Fundamentals of 4-Cycle Engines						
	Pretest Post Test Perf. Test						
.01	Fundamentals of 4-Cycle Engines						
.02	Engine Construction						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Engine Block						
.02	Engine Block Construction						
.03	Valve Train						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Engine Block						
.02	Inspecting Cylinder Head						
.03	Overhaul Over-Head Valve Head						
.04	Overhaul Over-Head Cam Head						
.04	Engine Block						
	Pretest Post Test Perf. Test						
.01	Overhaul Engine Block						
.02	Cam Shaft						
.03	Crank Shaft and Bearings						
.04	Pistons						
.05	Rods						
.06	Timing Gears and Chains						
.05	Lubricating Systems						
	Pretest Post Test Perf. Test						

STUDENT PROGRESS RECORD

Name _____ Number _____ Entry Date _____

Curriculum Area 37 AUTOMOTIVE Pretest Date _____

JOB TITLE: Engine Repair/ Transmissions Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Completed	Instructor's Initials		
.01	Fundamentals of Oil Pumps						
.02	Testing Oil Pump						
.03	Replacing Oil Pump						
.06	Cooling Systems						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Cooling Systems						
.02	Fundamentals of Air Cooled Engines						
.03	Thermostat Test						
.04	Replacing Thermostat						
.05	Flush Block and Radiator						
.06	Inspecting and Changing Hoses						
.07	Inspecting Water Pumps						
.08	Replacing Water Pumps						
	Transmissions						
	Pretest Score Post Test Score						
.01	Clutches						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Clutch						
.02	Pressure Plate						
.03	Clutch Removal and Replacement						
.04	Replacing Clutch Pilot Bushing						
.05	Replacing Throw-Out Bearing						
.06	Adjusting Clutch Linkage						
.07	Self-Adjusting Clutch						
.08	Trouble Shooting Clutches						
.02	Fundamentals of Standard Transmissions						
	Pretest Post Test Perf. Test						
.01	Fundamentals of 3 Speed Standard						
.02	Fundamentals of 4 Speed Standard						
.03	Fundamentals of Overdrive						
.03	Standard Transmission						
	Pretest Post Test Perf. Test						
.01	Transmission Removal						
.02	Transmission Disassembly						
.03	Gears and Shafts						
.04	Synchronizers						
.05	Bearings and Seals						
.06	Transmission Assembly						

STUDENT PROGRESS RECORD

Name _____ Number _____ Entry Date _____

Curriculum Area 37 AUTOMOTIVE Pretest Date _____

JOB TITLE: Engine Repair/Transmissions Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Com-pleted	Instruc-tor's Initials		
.07	Shift Forks and Linkage						
.08	Trouble-Shooting Standard Transmission						
.04	Fundamentals of Automatic Transmissions						
	Pretest Post Test Perf. Test						
.01	Fluid Couplings						
.02	Planetary Gears						
.03	Pumps and Valves						
.04	Modulator						
.05	Special Tools						
.06	Leaks and Fluid						
.07	Towing Car Equipped with Automatic Transmission						
.05	Two-Speed Automatic						
	Pretest Post Test Perf. Test						
.01	Diagnosis and Pressure Check						
.02	Transmission Removal						
.03	Transmission Disassembly						
.04	Convertor and Stator						
.05	Clutch						
.06	Servo						
.07	Bypass Valve						
.08	Pumps						
.09	Valve Body						
.10	Governor						
.11	Servo Pistons						
.12	Planetary Unit						
.13	Transmission Reassembly						
.06	Three-Speed Automatic						
	Pretest Post Test Perf. Test						
.01	Diagnosis and Pressure Check						
.02	Transmission Removal						
.03	Transmission Disassembly						
.04	Valve Body						
.05	Intermediate Servo						
.06	Governor						
.07	Rear Seal and Bushing						
.08	Control Valve						
.09	Front Pump						
.10	Drive Train						
.11	Reverse-High Clutch						

STUDENT PROGRESS RECORD

Name _____ Number _____ Entry Date _____

Curriculum Area 37 AUTOMOTIVE Pretest Date _____

JOB TITLE: Engine Repair/Transmissions Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Completed	Instructor's Initials		
.12	Forward Clutch						
.13	One–Way Clutch						
.14	Planetary Gears						
.15	Piston						
.16	Convertor						
.17	Transmission Reassembly						
.07	Drive Shafts						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Drive Shafts						
.02	Universal Joint Diagnosis						
.03	Removing and Replacing Universal Joints						
.04	Removing and Replacing Center Supports						
.08	Differentials						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Differentials						
.02	Remove and Replace Differential						
.03	Ring and Pinion Gears						
.04	Limited Slip Differentials						
.05	Carrier and Pinion Bearings						
.06	Adjusting Back-Lash						
.07	Remove and Replace Axle						
.08	Replacing Axle Bearing and Seal						
	Parts and Accessories						
	Pretest Score Post Test Score						
.01	Reference Manuals						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Reference Manuals						
.02	Reference Manual Practice						
.02	Parts Manuals						
	Pretest Post Test Perf. Test						
.01	Fundamentals of Parts Manuals						
.02	Parts Manuals Practice						
.03	Cleaning Parts and Work Area						
	Pretest Post Test Perf. Test						
.01	Washing Parts						
.02	Cleaning Stall						
.03	Fundamentals of Gaskets, Sealants and Seals						

STUDENT PROGRESS RECORD

10/1/74

Name _____ Number _____ Entry Date _____

Curriculum Area 37 AUTOMOTIVE Pretest Date _____

JOB TITLE: Engine Repair/Transmissions Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Com-pleted	Instruc-tor's Initials		
.04	Fundamentals of Tubing and Hose						
.05	Fundamentals of Wire and Wiring						
.06	Fundamentals of Work Orders						
	Detailing and Servicing						
	Pretest Score Post Test Score						
.01	Oil Changing						
	Pretest Post Test Perf. Test						
.01	Changing Oil						
.02	Changing Oil Filter						

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthesis

Instructional or Curriculum Area 37 ENGINE REPAIR - TRANSMISSIONS	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: The student will demonstrate knowledge, acceptance, participation, appropriate work relations, job roles and responsibilities.										
The student will practice accident prevention techniques.	12 15	12 15							(10) 01.01 ( )	
The student will demonstrate mastery of cognative skills.	368 460	368 460							(20) 05.01 ( ) (10) 09.02 ( ) (5) 12.01 ( ) (5) 05.02 ( ) (25) 09.03 ( ) (5) 12.02 ( ) (20) 08.01 ( ) (80) 09.04 ( ) (10) 12.03 ( ) (10) 08.02 ( ) (10) 09.05 ( ) (20) 13.01 ( ) (20) 09.01 ( ) (20) 09.06 ( )	
The student will demonstrate skill application.			104 130						(40) 10.01 ( ) (150) 10.05 ( ) (25) 10.02 ( ) (175) 10.06 ( ) (40) 10.03 ( ) (10) 10.07 ( ) (45) 10.04 ( ) (40) 10.08 ( )	
The student will demonstrate familiarity with and competence in, the use of tools, equipment and/or materials.	12 15	12 15							(5) 02.01 ( ) (5) 02.02 ( ) (5) 02.03 ( )	
TOTALS	490	490		130					JOB TITLE HOURS 810 ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

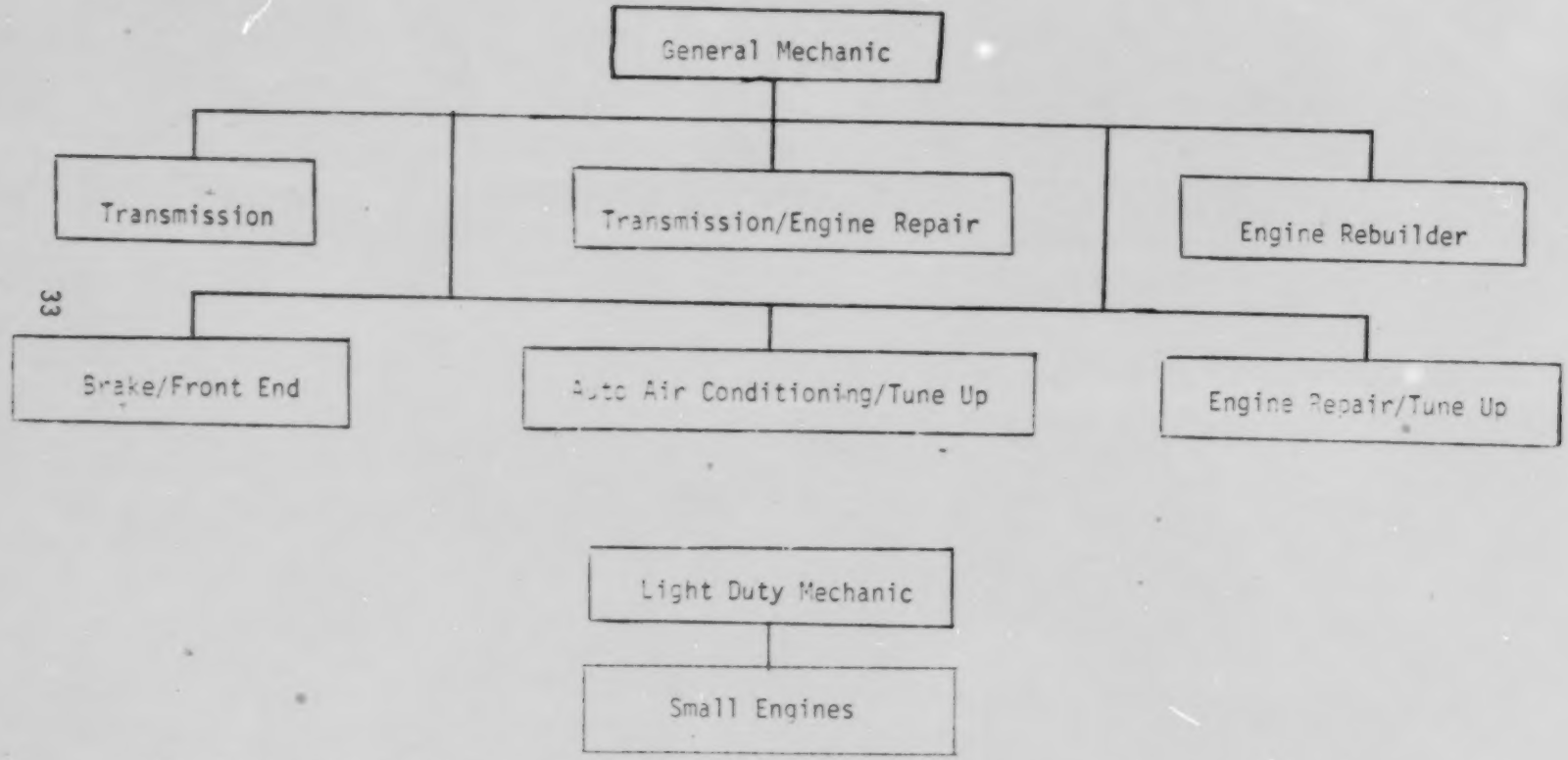
Actual Score / Possible Test Score	
Score Necessary to Prevalidate / Possible Test Score	

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

APPENDIX B 2

AUTOMOTIVE FLOW CHART



No prerequisites. Courses arranged on hierarchy of complexity and time in program.

SENIOR INSTRUCTORS WEEKLY STATUS REPORT

Work Element _____

Dates Included: From _____ To _____

PROBLEMS

PROBLEMS RESOLVED	PROBLEMS UNRESOLVED

ACCOMPLISHMENTS

34

STAFF DEVELOPMENT	SCHEDULE OF MEETINGS

STUDENTS – DAILY ATTENDANCE

	A	B	C	D	E	F	G	H
Mon								
Tue								
Wed								
Thr								
Fri								

	A	B	C	D	E	F	G	H
Mon								
Tue								
Wed								
Thr								
Fri								

	A	B	C	D	E	F	G	H
Mon								
Tue								
Wed								
Thr								
Fri								

	A	B	C	D	E	F	G	H
Mon								
Tue								
Wed								
Thr								
Fri								

APPENDIX D 1

41

DEVELOPMENTAL/EMPLOYABILITY TRAITS
CAREER GUIDANCE AND COUNSELING

APPENDIX D 2

Date_____

To: _____ _____, majoring in
(student)
_____ is scheduled for a plan/progress review. To facilitate this effort please return this form to the Career Guidance Department by_____.

Please rate each trait by checking the most appropriate box below using the following key:

Very Satisfactory. The student is strong on this trait and further development in this area is not required.
Satisfactory. The student is strong enough in this area to gain and maintain employment in his/her chosen career. Added strength would be helpful but it is not essential.
Unsatisfactory. This is a weak point of the student and requires work. The student might be able to gain employment, but would probably not be able to maintain employment due to this weakness.
Very Unsatisfactory. Because of this problem, the student is unemployable. Improvement is essential.

Individual/Personal Traits*	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Appearance				
Self-Concept				
Self-Confidence				
Motivation				
Directedness				
Alcohol Problems				
Self-Control				
Self-Knowledge				
Self-Acceptance				
Work Traits*	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Competence				
Industriousness				
Accuracy				
Responsibility (tasks)				

Relationship Traits*	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Cooperation				
Courtesy				
Perseverance				
Social Contact				
Intimacy				
Marital Harmony				
Overall Traits*	Very Satisfactory	Satisfactory	Unsatisfactory	Very Unsatisfactory
Dependability/Reliability				
Responsibility (personal)				
Ambition				

Comments: _____

Please check (✓) one:

___1. The student is progressing in his/her program and does not require a six-week review.
___2. The student is not progressing in his/her program and does require a six-week review.

Incentive Leave - check (✓) one:

___1. The student is progressing satisfactorily and is to be considered for Incentive Leave.
___2. The student is not progressing satisfactorily and should not be considered for Incentive Leave.

(*Traits defined on back)

THIS FORM FOR:

___6 Week Review
___Referral - General Information
___Referral - Immediate Attention

APPENDIX D 3

STUDENT PROFILE SUMMARY

1. Date of Entry Into Program _____

2. Head of Household _____ Spouse _____ Social Security Number _____

3. Student Name: _____

4. Family Number: _____ (01,02,03,04)

5. Long Range Goal: _____

6. Career Choice at M-P _____ (D.O.T. No.) (M-P No.) _____

7. Original: _____ Date

8. Revised: _____ Date

9. Career Courses:

NUMBER	NAME	Entry Date 10. Est.	11. Actual Date / Pretest	Est. Hrs. To 12. Complete	Actual Completion or Exit 13. By Date	14. Hrs/ Post Test	STATUS V=Validate D=Dropped 15. % Change
a.		a.	a.	a.	a.	a.	a.
b.		b.	b.	b.	b.	b.	b.
c.		c.	c. level	c. Hrs level	c.	c.	c.
d. 11	Math Skills	d.	d. level	d. Hrs level	d.	d.	d.
e. 15	Communication Skills	e.	e.	e.	e.	e.	e.
f. 47	Work Experience	f.	f.	f.	f.	f.	f.
g. 63	Home Management	g.	g.	g.	g.	g.	g.
h. 66	Parent Involvement	h.	h.	h.	h.	h.	h.
i. 46	Career Guidance	i.	i.	i.	i.	i.	i.
j. 61	Health	j.	j.	j.	j.	j.	j.
k. 61	Consumer Education	k.	k.	k.	k.	k.	k.
l. 80	Counseling	l.	l.	l.	l.	l.	l.
m.		m.	m.	m.	m.	m.	m.
n.		n.	n.	n.	n.	n.	n.
				(Total)			

16. Minimum Number of Hours to Complete Plan _____ ÷ 35(01) 20(02) = _____ (Total No. of Weeks)

17. Estimated Program Exit Date: _____ 17a. Actual Date of Exit _____

18. State Of Origin: _____

19. To reach my educational, occupational, and family development goals, I agree to the plan as outlined. Any deviation from this plan that would require a change will necessitate a review of this plan. Any change in occupational goals will require a new plan. If I desire to change my occupational goal more than three times, Mountain-Plains reserves the right to exit me from the program. I understand that I may make an occupational change within 3 months after I have signed my first plan. After this 3 month period has terminated I understand that I cannot change my occupational preparation area but that I may add an additional occupational area if it does not extend my original exit date.

20. _____ Student's Signature

_____ Date

_____ Career Guidance Specialist's Signature

_____ Date

DISTRIBUTION: (1) File (1) Student (1) Occupational Area (1) Career Guidance (1) State of Origin

Occupational & Work Attitude Report

Career Area: Mobility & Transportation

Job Title: Brake & Front End

Students Name: _____

Date: _____

The instructor in the occupational area made the following comments about the student.

INDIVIDUAL/PERSONAL TRAITS	Comments
PERSONAL FITNESS — Physical condition, appearance, cleanliness.	
ATTENDANCE/PUNCTUALITY — Absenteeism/Ability to meet deadlines.	
COOPERATION — Ability to work effectively with others.	
SELF-CONTROL — Ability to control emotions under stress.	
FLEXIBILITY - Ability to adapt to varying situations.	

WORK TRAITS	Comments
ATTITUDE — Enthusiasm, accepts suggestions for improvement, accepts assignments, conforms to job requirements.	
COMPETENCE — Knowledge of job requirements, skills in all phases of job, grasp of broad job area.	
INDUSTRIOUSNESS/INITIATIVE — The self-discipline and decision-making ability required to pursue the tasks necessary to accomplish work assignments without constant supervision.	
QUALITY OF WORK — Neatness, accuracy. QUANTITY OF WORK — Amount of work performed.	
DEPENDABILITY — Reliability, task accomplishment	

ADDITIONAL COMMENTS AND RECOMMENDATIONS CONCERNING JOB DEVELOPMENT:

See Reverse For: Functions; Equipment/Materials Used; Specific Skills

FUNCTIONS:

Performs repair work on drum and disc brakes, master cylinders, front-end suspension, alignment, tire balancing, power and manual steering, proper care and usage of hand tools, special tools, and shop equipment, proper care and use of time, parts and service manuals. General shop safety and first aid. Support welding.

EQUIPMENT/MATERIALS USED:

1. John Beam Visual Liner
2. Hunter Spin Balancer
3. Micro Bubble Balancer
4. Eis Disc Brake Table
5. Ammco 400 Drum and Disc Brake Lathe
6. Wagner Brake Bleeder
7. Ammco Bearing Packer

SPECIFIC SKILLS (If Applicable):

Instructor's Name or Signature _____ Date _____

MOBILITY-TRANSPORTATION

WORK EXPERIENCE TOOL BOX CHECK-OUT

	Present at Check-out	Present at Check-in
Tool Box With Tray	☐	☐
Combination Ignition Wrench Set	☐	☐
Combination Wrench Set	☐	☐
3/8 Inch Combination Wrench	☐	☐
Standard Screwdriver Set	☐	☐
Phillips Screwdriver Set	☐	☐
Feeler Gauge	☐	☐
Hex Key Set	☐	☐
Diagonal Cutting Pliers	☐	☐
1/4 Inch Drive Socket Set	☐	☐
Chain Nose Pliers	☐	☐
Ball-Pien Hammer 1203	☐	☐
Plastic Tip Hammer	☐	☐
Screw Starter	☐	☐
Chisel and Punch Set	☐	☐
Putty Knife	☐	☐
3/8 Inch Drive Socket Set	☐	☐
Spark Plug Socket	☐	☐
3/8 Inch Drive Ratchet	☐	☐
3 Inch Extension	☐	☐
6 Inch Extension	☐	☐
Speed Handle	☐	☐

Checked Out

Signature _____ Date _____

Checked In

Signature _____ Date _____

EDUCATION SERVICES DIVISION

MARKETING AND TOURISM COMPONENT

MOUNTAIN-PLAINS
JOB DESCRIPTION

Division: Education Services

Job Classification:

A. Position Title: Senior Instructor - Tourism and Marketing

B. Job Qualifications:

Academic preparation in Food, Lodging, or Marketing with BA/BS or equivalent experience. Two to five years successful experience in Food and Lodging, and Marketing. Minimum of 2 years Leadership/ Supervision experience.

C. Primary Function(s):

Supervise the design and development of the Tourism/Marketing curriculum and instructional materials.

Assist in the evaluation of the Tourism/Marketing program.

Order and inventory equipment, materials, and supplies.

Supervise Food/Lodging/Marketing personnel.

Perform administrative duties as assigned by the Associate Director of Education Services.

Instruct students during at least two-thirds of the work week.

D. Major Duties and Responsibilities:

The Senior Instructor in Tourism/Marketing is primarily responsible for continuous involvement in the following activities and shall:

1. Instruct students.

2. Make major contributions to the implementation and evaluation of the Tourism/Marketing program.

3. Supervise and coordinate personnel assigned to the Tourism/Marketing program.

4. Maintain an accurate inventory of fixed property and instructional material and coordinate, evaluate, recommend and initiate purchase requests.

5. Review pertinent literature and research and seek to improve the effectiveness and relevance of the program.

6. Be responsible for the gathering of Mountain-Plains research data related to the Tourism/Marketing program.

7. Complete general supervisory reports and other duties as assigned.

E. Reporting Relationships:

The Senior Instructor of Tourism/Marketing is responsible directly to the Associate Director of Education Services.

APPROVED BY: R. H. Walters

DATE: 3/5/74

MOUNTAIN-PLAINS
JOB DESCRIPTION

Division: Education Services

Job Classification:

A. Position Title: Instructor in Lodging Services

B. Job Qualifications:

BS/BA degree or three to five years of successful business experience in Facility Management. Would prefer also some experience in Hotel/Motel industry.

C. Primary Job Function (s):

Choose, design, and develop instructional materials; instruct participants; assist in gathering research data.

D. Major Duties and Responsibilities:

The Instructor in Lodging Services is primarily responsible for continuous involvement in the following activities and shall:

1. Prescribe instruction for individual participants.
2. Provide small group instruction for participants with similar interests and achievement levels.
3. Provide individualized instruction for participants.
4. Design, develop, and implement instructional materials.
5. Review and choose instructional materials.
6. Evaluate student progress in relation to prescription and instructional activity performance achievements.
7. Work cooperatively with the Coordinator, Occupational Preparation, to carry out activities within the work element as assigned.

E. Reporting Relationships:

The Instructor in Lodging Services is responsible directly to the Coordinator, Occupational Preparation.

Approved By: Dr. Barry (Bill) Crump

Date: 3/21/73

Division: Education Services

Job Classification:

A. Position Title: Instructional Aide for Family Core Curriculum and Marketing & Tourism

B. Job Qualifications:

Must be able to accurately type 50 words per minute; must have high school education and extensive experience in office work. Adequate knowledge of grammar, spelling, and punctuation required.

C. Primary Job Function (s):

Provides clerical and aide support to Family Core Curriculum and Marketing & Tourism. Will complete assigned tasks of the Senior Instructors of the above-mentioned areas.

D. Major Duties and Responsibilities:

The Instructional Aide in the Education Services Division is primarily responsible for the following activities: (20% clerical and 80% aide functions)

1. Provide Clerical Support
   a. Typing
   b. Controlling correspondence, messages, memos, forms, reports, schedules, and requisitions
   c. Maintains files, and LAP files
   d. Rough typing of prepared LAP tests

2. Schedules Appointments for Staff and Students
   a. Pre-test and explorations
   b. Conducts assigned explorations in Family Core Curriculum and Marketing & Tourism

3. Answers and Directs Phone calls to Staff and Students

4. Greets Guests and Visitors

5. Collects and Disseminates Checks and Timecards for the Staff

6. Corrects Prepared Tests

7. Records Student Data
   a. Student progress records/test scores
   b. 90-60-30-10 day exit
   c. Work experience list
   d. Student list

Approved: Dick Mattern (by) Date: July 17, 1974

MOUNTAIN-PLAINS
JOB DESCRIPTION

Division: Education Services

Job Classification:

A. Position Title: Instructor in Marketing & Distribution

B. Job Qualifications:

Academic preparation in Marketing & Distribution with a BA/BS Degree or equivalent experience. Two to five years successful experience in Education or Business areas.

C. Primary Job Function (s):

Supervises the design and development of the Marketing and Distribution curriculum and instructional materials.

Orders and inventories equipment, materials, and supplies.

Performs administrative duties as assigned by the Coordinator of Occupational Preparation Department.

Instructs participants.

D. Major Duties and Responsibilities:

The Instructor in Marketing & Distribution is primarily responsible for continuous involvement in the following activities and shall:

1. Instruct participants.

2. Make major contributions to the implementation and evaluation of Marketing & Distribution.

3. Maintain accurate inventory of fixed property and instructional material.

4. Recommend and initiate pruchase requests.

5. Review pertinent literature and research and otherwise seek to improve the effectiveness and relevance of Marketing & Distribution and the program.

6. Gather data for criterion research related to overall Mountain-Plains program and coordinate with the Coordinator of Occupational Preparation Department.

7. In general, supervise, report, and carry on other duties as assigned.

E. Reporting Relationships:

The Instructor in Marketing & Distribution is responsible directly to the Coordinator of Occupational Preparation Department.

Approved by: Bruce C. Youngman

Date: 4/24/73

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 25: LODGING SERVICES

Housekeeping Operations 25.01

Printed Materials

1. Floors and Floor Maintenance. Berkeley, American Hotel and Motel Association, 1967.
2. Functional Housekeeping in Hotels and Motels (text and workbook). Fales, ITT Educational Services, 1971.
3. Supervisory Housekeeping (manual) plus supplement "Basic Interior Design." American Hotel and Motel Association, 1961.
4. The Correct Maid. Pheiffer and Voegele, Ahrens Publishing Company, 1965.
5. The Maid - Cleaning the Bathroom (study guide). National Educational Media, Inc., 1969.
6. The Maid - Making Up The Room (study guide). National Educational Media, Inc., 1969.
7. The Science of Housekeeping. Tucker, INSTITUTIONS Magazine, 1970.
8. The Selection, Care and Laundering of INSTITUTIONAL TEXTILES. Bradley, School of Hotel Administration, Cornell University, Ithaca, N.Y., 1967.
9. The Selection and Maintenance of Commercial Carpet. Berkeley, American Hotel and Motel Association, 1970.

Audio/Visual

Super 8 Filmstrips:

1. The Maid - Cleaning the Bathroom. National Educational Media, Inc., 1969.
2. The Maid - Making Up The Room. National Educational Media, Inc., 1969.

Equipment

1. Application forms.
2. Bedspreads and blankets.
3. Cleaners (furniture polish, "409", soaps, detergents, etc.).
4. Cleaning rags.
5. Job description forms.
6. Maid basket (with supplies; soap, toilet seat bands, etc.).
7. Maid cart.
8. Mattress pad.
9. Pillows.
10. Seventy-07 Fairchild film system projector, National Educational Media.
11. Sheets.
12. Simulated guest bathroom (sink, toilet, mirror, etc.).
13. Simulated guest room (bed, dresser, night stands, lamps).
14. Vacuum cleaner.
15. Work schedules.

Printed Materials

1. Bank Americard Member Operating Guide. BankAmerica Service Corp.
2. Check In - Check Out. Vallen, W.C. Brown Company, 1974.
3. Front Office Operation (book and workbook). Hazonics, ITT Educational Services, Inc., 1971.
4. Front Office Procedures (manual). Educational Institute of the American Hotel and Motel Association, 1970.
5. Hotel Front Office Management and Operation. 3rd Edition, Dukas, W.C. Brown Company, 1970.
6. Introduction to the Hospitality Industry (book and workbook). Kalt, ITT Educational Services, Inc., 1971.
7. Legal Aspects of Hotel, Motel and Restaurant Operations. ITT Educational Services, Inc., 1971.
8. NCR Class 5 Manual. National Cash Register Company.
9. NCR 42 Manual. National Cash Register Company.
10. NCR 52 Manual. National Cash Register Company.
11. Sweda Data Register Manual. Sweda International.
12. Sweda 76 Manual. Sweda International.
13. The Front Desk (study guide). National Educational Media, Inc., 1971.
14. The Hotelman's Basic Law. Ronald A. Anderson, Insurance Press, Ocean City, New Jersey, 1965.

Audio/Visual

Film Cassette:

1. The Front Desk. National Educational Media Film System, 1969.

Equipment

1. Assignment packages.
2. Bulletin board.
3. Calculator.
4. Cash drawer.
5. Cash sheet.
6. Cashier deposit envelope.
7. City ledger file and account cards.
8. Credit card.
9. Credit card credit draft.
10. Credit card imprinter.
11. Credit card sales draft.
12. Front office forms (reservation requests, registration cards).

13. Guest account cards (manual).
14. Guest folio rack.
15. Paper clips and/or stapler.
16. Posting Machine, NCR 42; folios, vouchers, cash report and "D" report.
17. Projector, Fairchild Seventy-31, National Educational Media Film System.
18. Ruler.
19. Simulated front office with: registration desk
    room and reservation racks
    time and date stamping machine
    as much other equipment as possible to make a good simulation.
20. Sweda 76 Cash Register, folios, vouchers, etc.

Night Auditing Procedures 25.03

Printed Materials

1. Front Office Operation (text and workbook). Hazonics, ITT Educational Services, 1971.
2. Front Office Procedures Manual. American Hotel and Motel Association.
3. Holiday Inn Operating Procedures Manual (front desk Model 76). Sweda International.
4. Holiday Inn Operating Procedures Manual for Sweda Data Register Systems. Holiday Inns of America, Inc., 1964.
5. Hotel Front Office Management and Operation. 3rd Edition, Dukas, The Educational Institute, 1970.
6. NCR Model 5-861-1 Operator's Manual. National Cash Register Company.
7. NCR 42 Operator's Manual. National Cash Register Company.
8. NCR 52 Operator's Manual. National Cash Register Company.

Audio/Visual

none

Equipment

1. Account posting machine, NCR 42; folios, vouchers, cash report and "D" report.
2. Calculator or adding machine.
3. Cash register, Sweda 76 (auditor's report).
4. City ledger accounts file.
5. Daily report form.
6. Hotel/Motel transcript and recapitulation form.
7. Miscellaneous front office equipment (the more equipment, the better the simulation).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 26 FOOD SERVICES

Kitchen Helper 26.01

Printed Material

1. Custodial Training. Ohio Trade and Industrial Education Service, Division of Vocational Education, State Department of Education, Columbus, Ohio. Edited and distributed by Trade and Industrial Education Instructional Materials Laboratory, the Ohio State University, College of Education, Columbus, Ohio, 1962.
2. Elements of Food Production and Baking. Aaron Kaplan, ITT Educational Services, Inc., 55 West 42nd Street, New York, New York, 1971.
3. Food Training Routines I and II. Kent State University, Food Service Department, Kent, Ohio, published by INSTITUTIONS Magazine, 1801 Prairie Avenue, Chicago, Illinois, 1970 & 71.
4. Profitable Food Service Management through Worker Motivation. Travis Elliott, published by National Restaurant Association, 1530 North Lake Shore Drive, Chicago, Illinois, 1967.
5. Psychology and Human Relations in Marketing. Donald D. Hiserodt, McGraw-Hill, Inc., 1969.
6. Sanitation for Food Service Workers. Second Edition, Treva M. Richardson, Cahners Publishing Company, Inc., 1974.
7. Today's Dishwashing Machine Operator. Bolt, Beranek and Newman, Inc., Chain Store Publishing Corporation, 2 Park Avenue, New York, New York, 1971.

Audio/Visual

35 mm Filmstrip and 33 1/3 rpm record

1. A Beautiful Day to be Beautiful. International Film Bureau, Inc., 332 South Michigan Avenue, Chicago, Illinois, 1970.
2. The Angry Flame. National Restaurant Association, Chicago, Illinois, 1969.
3. Five Basic Ways to be Well Dressed. International Film Bureau, Inc., 332 South Michigan Avenue, Chicago, Illinois 1970.
4. Protecting the Public, parts I, II and III. National Restaurant Association, Chicago, Illinois, 1969.
5. Work-Smart Stay-Safe. National Restaurant Association, Chicago, Illinois, 1969.

35 mm Filmstrip and Audio Cassette

6. Luncheonette Service Blues. Merchandiser Film Productions.

Super 8 Sound Film

7. Food Service is People Service. National Education Media, 3518 West Cahuenga Blvd., Hollywood, California.
8. The Inside Story. National Education Media.

Equipment

1. Cleaning equipment for: floor mopping, floor sweeping, lavatory, glass, kitchen equipment (i.e. griddle brick, scraper, wire brush, fiber brush, etc.).
2. Dishmachine.
3. Dishes.
4. Fire Extinguishers.
5. Flashlight.
6. Fryer, deep fat.
7. Griddle.
8. Hand tools.
9. Kettle, steam jacketed.
10. Mixer, food vertical.
11. Oven.
12. Pans, assorted.
13. Player, audio cassette.
14. Player, disc record.
15. Pots, assorted.
16. Projector or Viewer, filmstrip.
17. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
18. Screen, projection.
19. Sink, three compartment.
20. Slicer, electric.
21. Steamer, compartment.

Short Order Cook 26.02

Printed Materials

1. Cooking for Food Managers. Joseph Gregg, Wm. C. Brown Company Publishers, Dubreque, Iowa, 1967.
2. Food Preparation. Helen Andrews, McGraw-Hill, New York, Toronto, London, Sydney, 1967.
3. Professional Restaurant Service. Ellen Harris, McGraw-Hill, New York, Toronto, London, Sydney, 1966.
4. The Professional Chef. Fourth Edition, The Culinary Institute of America, Institution/Volume Feeding Magazine, 1974.
5. Standards, Principles, and Techniques in Quantity Food Production. Third Edition, Lendal H. Kotschevar, Cahners Books, 1974.

6. Understanding Cooking. Lendal Kotschevar and Donald Lundberg, The University Store, University of Massachusetts, Amherst, Mass. 1965.
7. Understanding Food. Lendal Kotschevar and Margaret McWilliams, John Wiley and Sons, Inc., New York, London, Sydney and Toronto, 1969.

Audio/Visual

Super 8 Sound Film

1. A Cool Head for Salads. National Educational Media, Hollywood, Calif.
2. Deep Fat Frying. National Educational Media, Hollywood, Calif.
3. Give Your Eggs a Break. National Educational Media, Hollywood, Calif.
4. The Hamburg Sandwich. National Educational Media, Hollywood, Calif.
5. Sandwich Preparation and Presentation. National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.

Equipment

1. Board, cutting.
2. Bowls.
3. Broiler.
4. Dishes.
5. Fryer, deep fat.
6. Griddle.
7. Hand tools.
8. Oven.
9. Pans, egg.
10. Plates.
11. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
12. Scales, portion.
13. Stove.
14. Toaster.
15. Work Table.

Restaurant/Institutional Cook 26.03

Printed Materials

1. Food Preparation. Helen Andrews, McGraw-Hill, New York, Toronto, London, Sydney, 1967.
2. Modern Sandwich Methods. American Institute of Baking, 400 East Ontario Street, Chicago, Illinois, 1964. (I)*

* R used only by students in Restaurant Cook program.
I used only by students in Institutional Cook program.

3. Standards, Principles, and Techniques in Quantity Food Production. Third Edition, Lendal H. Kotschevar, Cahners Books, 1974.
4. Understanding Cooking. Lendal Kotschevar and Donald Lundberg, The University Store, University of Massachusetts, Amherst, Massachusetts, 1965.
5. Understanding Food. Lendal Kotschevar and Margaret McWilliams, John Wiley and Sons Inc., New York, London, Sydney, and Toronto, 1969.

Audio/Visual

Super 8 Sound Film

1. Broiling. National Educational Media, Hollywood, California. (R)*

Equipment

1. Bowls.
2. Breadboard. (I)*
3. Broiler. (R)*
4. Hand Tools.
5. Kettle, steam jacketed.
6. Knives.
7. Measuring cups.
8. Measuring spoons.
9. Mixer, upright.
10. Oven.
11. Pans, baking.
12. Pans, cake.
13. Pans, for steamtable. (I)*
14. Pans, frying.
15. Pans, pie.
16. Pans, roasting.
17. Pans, steaming.
18. Pots, assorted.
19. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
20. Scales, portion.
21. Scoops.
22. Spatulas.
23. Steamtable. (I)*
24. Steamer, compartment.
25. Stove.

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* R used only by students in Restaurant Cook program.
I used only by students in Institutional Cook program.

Restaurant Manager Trainee 26.04

Printed Materials

1. Dining Room Service. Lewis Lehrman, ITT Educational Services, Inc., New York, New York, 1971.
2. Collection of Menus
3. Cookbooks
4. Menu Planners (prepared by various food suppliers).

Audio/Visual

35 mm Filmstrip and 33 1/3 rpm record

1. Fast Food Service. Restaurant-Hotel Aids, Inc., 2120 Girard Avenue South, Minneapolis, Minnesota, 1972.

Super 8 Sound Film

2. How Do You Look When It Counts. National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
3. Taking the Order. National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.

Equipment

1. Bowls.
2. Dishes.
3. Flatware.
4. Glasses.
5. Hot food container.
6. Pans, assorted.
7. Player, disc record.
8. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
9. Projector or Viewer, filmstrip.
10. Salad bar.
11. Serving Equipment.
12. Screen, projection.
13. Table cloths.
14. Tables.

Printed Materials

1. Collection of Menus.
2. Cookbooks.
3. Dining Room Service. Lewis Lehrman, ITT Educational Inc., New York, New York, 1971.
4. Menu Planners (prepared by various food suppliers).
5. The Professional Chef. Culinary Institute of America, Fourth Edition, Institution/Volume Feeding Magazine, 1974.

Audio/Visual

35 mm Filmstrips and 33 1/3 rpm record

1. Fast Food Service. Restaurant-Hotel Aids, Inc., 2120 Girard Avenue South, Minneapolis, Minnesota, 1972.

Super 8 Sound Film

2. How Do You Look When It Counts. National Educational Media, 3518 West Cahuenga Boulevard, Hollywood, California.

Equipment

1. Bowls.
2. Boiler, double.
3. Broiler.
4. Dishes.
5. Flatware.
6. Glasses.
7. Hand tools.
8. Hot food container.
9. Oven.
10. Pans, assorted.
11. Pans, baking.
12. Pan, marinade.
13. Pans, roasting.
14. Pans, sauce.
15. Platters.
16. Player, disc record.
17. Projector or Viewer, filmstrip.
18. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
19. Salad Bar.
20. Sautoir.
21. Screen, projection.
22. Serving equipment.
23. Skewers.
24. Skillet.
25. Soup pot.
26. Stove.
27. Table cloths.
28. Tables.

Second Baker 26.06

Printed Material

1. Elementary Baking. Wm. J. Sultan, McGraw-Hill, New York, St. Louis, San Francisco, London, Sydney, Toronto, Mexico, Panama, 1969.
2. Food Preparation. Helen Andrews, Mc-Graw-Hill, New York, Toronto, London, Sydney, 1967.
3. From Flour to Bread. Wheat Flour Institute, Chicago, Illinois, 1971.
4. Practical Baking. Wm. J. Sultan, The AVI Publishing Company, Wesport, Conn., 1969.
5. Standards, Principles, and Techniques in Quantity Food Production. Third Edition, Lendal H. Kotschevar, Cahners Books, 1974.

Audio/Visual

none

Equipment

1. Bag, pastry.
2. Bowls, mixing.
3. Blender, pastry.
4. Fryer, deep fat.
5. Grate.
6. Hand tools.
7. Kettle, steam jacketed.
8. Measuring cups.
9. Measuring spoons.
10. Mixer, upright.
11. Oven.
12. Pans, baking.
13. Pans, bread.
14. Pans, cake.
15. Pans, muffin.
16. Pans, pie.
17. Pans, popover.
18. Pans, sauce.
19. Rolling pin.
20. Scales, portion.
21. Sheets, baking.
22. Table, work.

SUPPORT RESOURCE LIST BY CURRICULUM AREA FOR

CURRICULUM AREA 26: FOOD SERVICES

Marketing & Distribution (CA 27)

Printed Materials

1. Business Principles and Management. Bernard A. Shilt, Kenneth E. Everard, John M. Johns, South-Western Publishing Company, 1973 (text and study guide).
2. Food and Beverage Purchasing. Bruno Marzel, ITT Educational Services, 1971, (text and workbook).
3. Food and Beverage Cost Controls. Bruno Marzel, ITT Educational Services, 1971.
4. Mathematics in Marketing. Logan and Freeman, Gregg/McGraw-Hill, 1970.

Office Education (CA 24)

Printed Materials

1. Century 21 Accounting. Boynton, Swanson, Carlson and Forkner, South-Western Publishing Company, 1972 (Workbook Number 1, Key to Working Papers and Study Guides, Objective Unit Tests and Key, Problem Unit Tests and Key).
2. Student Handbook for AVT Business Calculating Machines, the Ten Key Adding Machine. Mildred Williams and Ronald Edwards, 1st edition, Media Systems Corporation, 1970.

Audio/Visual

35 mm Filmstrips

1. The Opening Phase of Bookkeeping. Singer SVE, Incorporated.
2. The Recording Phase of Bookkeeping. Singer SVE, Incorporated.
3. The Closing Phase of Bookkeeping. Singer SVE, Incorporated.

35 mm Slides and Audio Cassettes

4. BML-107TK, Series 1-8. Media Systems Corporation.

Equipment

1. Adding machine, Monroe ten key.
2. Projector, filmstrip.
3. Screen, projection.
4. Study carrel including slide projector, screen, and cassette tape player with headphones (Media Systems Series 55 or comparable).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 27: MARKETING & DISTRIBUTION

Marketing Operations 27.01

Printed Materials

1. The Economics of Marketing. Mary K. Klaurens, Gregg Division/McGraw-Hill Book Company, 1971.
2. Wholesaling. Kenneth A. Ertel, Gregg Division/McGraw-Hill Book Company, 1970.

Audio/Visual

1. Marketing Careers. International Film Bureau, 1970.
2. Your Retail Store. McGraw-Hill Book Company.

Equipment

1. Singer Audio-Graflex 35 mm filmstrip projector or equivalent.

Merchandise Distribution Procedures 27.02

Printed Materials

1. Physical Distribution. Lawrence A. Walsh, Gregg Division/McGraw-Hill, 1969.
2. Receiving, Checking and Marking. Kelly Ritch, Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1972.
3. Stockkeeping. Pauline W. Burbrink. Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1972.

Audio/Visual

1. Receiving, Checking and Marking Merchandise. International Film Bureau, 1970.

Equipment

1. Singer Audio-Graflex 35 mm filmstrip projector or equivalent.

Human Relations In Marketing 27.03

Printed Materials

1. Psychology and Human Relations in Marketing. Donald D. Hiserodt, Gregg Division/McGraw-Hill Book Company, 1969.

Audio/Visual

35 mm Filmstrips:

1. Power of Store Morale. Merchandiser Film Productions.
2. Serving and Selling the Problem Customer. Merchandiser Film Productions, 1972.
3. Store Rules Make Good Sense. Merchandiser Film Productions.
4. Your Person and Personality. Fredrick S. Wythe, Universal Education and Visual Arts.

Equipment

1. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.
2. Video-tape equipment.

Marketing Mathematics 27.04

Printed Materials

1. Mathematics in Marketing. Dorr, Logan and Freeman, McGraw-Hill Book Company, 1970.

Audio/Visual

none

Equipment

none

Printed Materials

1. Checker/Cashier. Edison and Mills, South-Western Publishing Company, 1969.
2. Fundamentals of Selling. Ninth Edition, Wingate and Nolan, South-Western Publishing Company, 1969.
3. Instruction Book, NCR, Model 24-366.
4. Money Safeguarding Procedure. National Cash Register Company.
5. Retail Merchandising. Seventh Edition, Wingate and Samson, 1968.
6. Sacking the Customer's Orders. Supermarket Institute, 1961.

Audio/Visual

35 mm Filmstrips:

1. A Beautiful Day to be Beautiful. International Film Bureau, Inc., 1970.
2. Five Basic Ways to be Well Dressed. International Film Bureau, Inc., 1970.
3. Check and Double Check. Universal Education Visual Arts, 1971.
4. Modern Cashiering Made Easy. Merchandise Film Productions.
5. Shoplifting - the Plot Against You. Merchandise Film Productions.
6. Greedy Hands. Universal Educational and Visual Arts, 1962.
7. Get on the Ball - Stop Shrinkage. Merchandise Film Productions.

Video Tape Film:

8. Cash Register Operation. Produced by Mountain-Plains.

Equipment

1. Addressograph charge card imprinter.
2. Cash register.
3. Charge slips.
4. Check endorser.
5. Detail audit tape.
6. Lay-a-way slips.
7. Play money.
8. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.
9. Rain checks.
10. Receipt tape.
11. Refund slips.
12. Video tape equipment.

Printed Materials

1. Display and Promotion. Gary R. Smith, Gregg Division/McGraw-Hill Book Company, 1970.

Audio/Visual

1. Point of Purchase Display, (sound filmstrip). International Film Bureau, 1970.

Equipment

1. Columns.
2. Cubes.
3. Lights.
4. Mannequins.
5. Merchandise for display.
6. Material (cloth, cardboard, etc.).
7. Show cards.
8. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.

Basic Salesmanship 27.07

Printed Materials

1. Retail Salesmanship. F. E. Hartzler, Gregg Division/McGraw-Hill Book Company, 1970.

Audio/Visual

35 mm Filmstrips:

1. Economics of Selling. Universal Educational and Visual Arts, 1970.
2. New Horizons in Selling. Fredrick S. Wythe, Universal Educational and Visual Arts, 1971.
3. Objections and Objectives. Universal Educational and Visual Arts, 1970.
4. Sales Check Procedures. International Film Bureau, Inc., 1970.
5. Techniques in Selling. Fredrick S. Wythe, Universal Educational and Visual Arts, 1971.
6. Why People Buy. Universal Educational and Visual Arts, 1971.

Equipment

1. Cash register.
2. Charge slip.
3. Credit card machine.
4. Merchandise.
5. Personal check.
6. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.
7. Video tape equipment.

Customer Services 27.08

Printed Materials

1. Customer Services. Leroy M. Buckner, Gregg Division/McGraw-Hill Book Company, 1971.

Audio/Visual

35 mm Filmstrip:

1. Customer Service in Quick Service Stores. Merchandise Film Productions.

Equipment

1. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.

Advanced Salesmanship 27.09

Printed Materials

1. Basic Salesmanship. John W. Ernest, Gregg Division/McGraw-Hill Book Company, 1969.
2. Creative Selling. John W. Ernest, Gregg Division/McGraw-Hill Book Company, 1971.
3. Product Information Sources (to be selected by the student).
4. Salesmanship. Fifth Edition, C. A. Kirkpatrick, South-Western Publishing Company, 1971.
5. Secrets of Overcoming Sales Resistance. Albert Goldstein, 1969.
6. Secrets of Closing Sales. Fourth Edition, Charles B. Roth, 1971.

Audio/Visual

1. Know Your Product. Universal Educational and Visual Arts.

Equipment

1. Cash register.
2. Charge slip.
3. Credit card machine.
4. Personal check.
5. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.
6. Purchase order.
7. Three products of students choice to use for sales presentation.
8. Visual aids.

Advertising and Promotion 27.10

Printed Materials

1. Advertising. William H. Antrim, Gregg Division/McGraw-Hill Book Company, 1970.
2. Display and Promotion. Gary R. Smith, Gregg Division/McGraw-Hill Book Company, 1970.
3. Encyclopedia of Advertising. Graham, Fairchild Publications, Inc., 1970.

Audio/Visual

35 mm sound filmstrips:

1. Advertising. Current Affairs Films.
2. Newspaper Advertising. International Film Bureau, 1970.

Equipment

1. Art supplies and equipment: onion skin paper
   pen
   pencil
   rubber cement
   ruler
   scissors
   soft pencils
   tape or glue
   t-square
2. Multi-Ad service examples.
3. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.
4. Video tape equipment.

Purchasing 27.11

Printed Materials

1. Buying and Pricing. Eugene L. Dorr, G. Henry Richert, Warren G. Meyer and Peter G. Haines, Gregg Division/McGraw-Hill Book Company, 1971.
2. Food and Beverage Purchasing (text and workbook). Bruno Maizel, ITT Educational Services, 1971.

Business Finance and Control 27.12

Printed Materials

1. Business Principles and Management (text and study guide). Bernard A. Shilt, Kenneth E. Everard and John M. Johns, South-Western Publishing Company, 1973.
2. Food and Beverage Cost Controls (text and workbook). Bruno Maizel, ITT Educational Services, 1971.
3. Retail Merchandising (text and study guide). John W. Wingate and Harland E. Samson, South-Western Publishing Company, 1968.

Audio/Visual

none

Equipment

1. Cash register.

Supervisory Skills 27.13

Printed Materials

1. Fundamentals of Selling. Ninth Edition, Wingate and Nolan, South-Western Publishing Company, 1969.
2. How to Train an Employee. Lind, Platt and Rowland, Kansas State Teachers College, 1971.
3. Human Relations. Hartzler, Hoffman and Strait, Kansas State Teachers College, 1970.

Audio/Visual

35 mm Filmstrips:

1. A New Look at Your Job. Merchandiser Film Production.
2. Getting the New Employee Started. Merchandiser Film Production.
3. Interviewing and Hiring Store Personnel. Merchandiser Film Production, 1971.
4. Problem Employees - Cause and Cure. Merchandiser Film Production.
5. Teaching a New Employee. Merchandiser Film Production.

Equipment

1. Cash Register, NCR.
2. Monarch Dial-a-Pricer.
3. Projector, 35 mm filmstrip, Singer-Graflex or equivalent.

MARKETING & DISTRIBUTION

Courses:

1. The Distribution System
2. Merchandise Distribution Procedures
3. Human Relations in Marketing
4. Marketing Mathematics

Shipping and Receiving Clerk

5. Cash Register Operation
6. Basic Salesmanship
7. Visual Merchandising (Display)
8. Customer Services

Checker/Cashier

9. Advanced Salesmanship
10. Advertising and Sales Promotion

General Salesperson

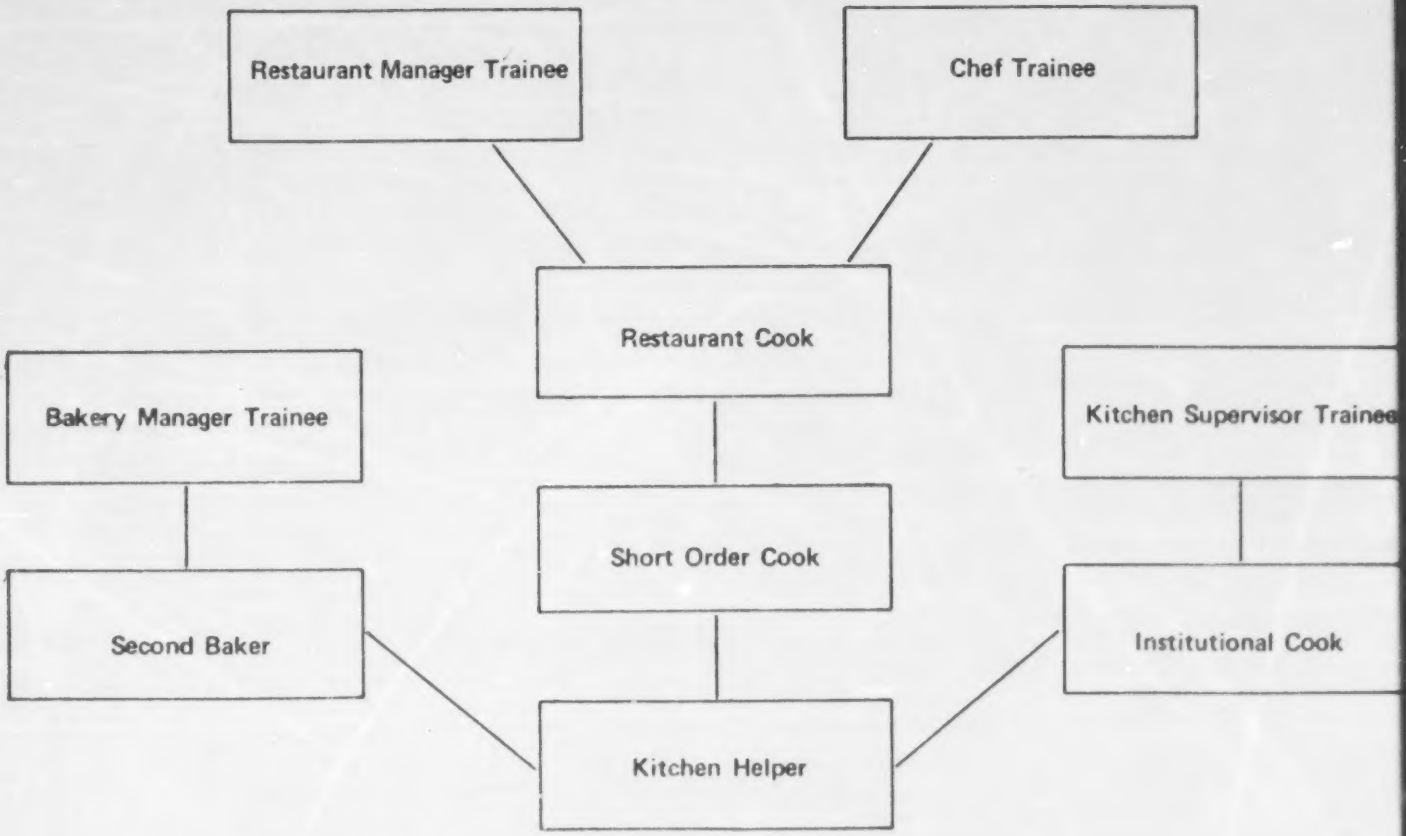
11. Purchasing (Buying for Resale)
12. Business Finance and Cost Control
13. Personnel Management (Supervisory Skills)

Professional Salesperson

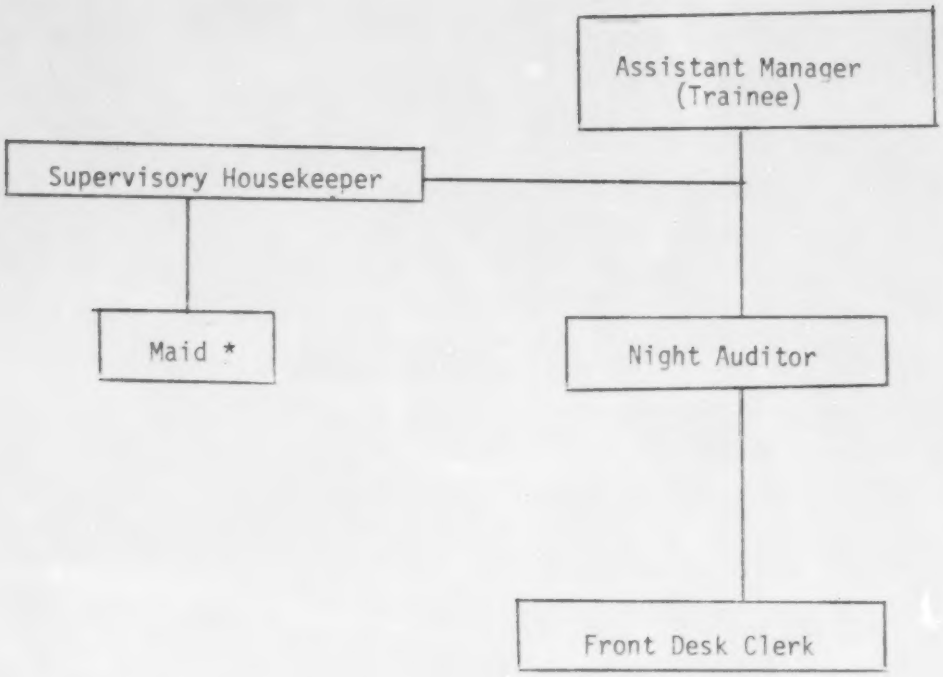
Mid-Manager

FOOD SERVICE PROGRAM CAREER LADDERS

Effective December 1, 1974



LODGING SERVICES CAREER LADDER



This job title is given only in extreme cases where a student is not capable to master any of the other levels.

STUDENT PROGRESS RECORD

Name _____ Number _____

Curriculum Area 27 MARKETING AND DISTRIBUTION

JOB TITLE: Mid-Management Trainee

Entry Date _____

Pretest Date _____

Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Completed	Instructor's Initials		
.01	Marketing Operation						
	Pretest Score Post Test Score						
.01	The Marketing Process						
	Pretest Post Test Perf. Test						
.01	Definition of Marketing						
.02	The Producer						
.03	The Consumer						
.02	Wholesaling						
	Pretest Post Test Perf. Test						
.01	Definition of Wholesaling						
.02	Wholesaling Specialists						
.03	Services of Wholesalers						
.03	Retailing						
	Pretest Post Test Perf. Test						
.01	Retail Stores						
.02	Trends in Retailing						
.02	Merchandise Distribution Procedures						
	Pretest Score Post Test Score						
.01	Shipping						
	Pretest Post Test Perf. Test						
.01	Transportation Terminology						
.02	Transportation Documents						
.03	Shipping Containers						
.04	Motor Carriers						
.05	Non-Motor Carriers						
.02	Receiving, Checking, and Marking						
	Pretest Post Test Perf. Test						
.01	Receiving Departments and Equipment						
.02	Merchandise Handling						
.03	Discrepancies and Vendor Returns						
.04	Marking Merchandise						
.05	Monarch Dial-A-Pricer						
.03	Stockkeeping						
	Pretest Post Test Perf. Test						
.01	Functions and Physical Characteristics of Stockkeeping						
.02	Arrangement and Protection of Merchandise						
.03	Stock Control Systems						

STUDENT PROGRESS RECORD

10/1/74

Name _____ Number _____

Curriculum Area 27 MARKETING AND DISTRIBUTION

JOB TITLE: Mid-Management Trainee

Entry Date _____

Pretest Date _____

Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Com-pleted	Instruc-tor's Initials		
.03	Human Relations In Marketing						
	Pretest Score Post Test Score						
.01	Basic Human Relations						
	Pretest Post Test Perf. Test						
.01	Business Relations						
.02	Personal Traits Needed in Marketing						
.03	Marketing Attitudes						
.02	Understanding Employer-Employee Relations						
	Pretest Post Test Perf. Test						
.01	Employer-Employee Benefits						
.02	Communicating With Supervisors						
.03	Informal Organizations						
.04	Employee Participation						
.05	Employee Training						
.04	Marketing Mathematics						
	Pretest Score Post Test Score						
.01	Application of Mathematics for Selling						
	Pretest Post Test Perf. Test						
.01	Arithmetic and Selling						
.02	Sales Records						
.03	Weights and Measures						
.02	Procedures for Inventory, Incoming Merchandise and Pricing						
	Pretest Post Test Perf. Test						
.01	Inventory Control						
.02	Checking Incoming Merchandise						
.03	Pricing Merchandise						
.05	Cash Register Operation						
	Pretest Score Post Test Score						
.01	Face of Cash Register						
	Pretest Post Test Perf. Test						
.01	Principle Function of Keys						
.02	Home Keys and Thumb Area						
.03	Second Finger and Index Finger						
.04	Department Transaction Keys						
.05	Inside the Cash Register						
.02	Operating Check-Out Station						
	Pretest Post Test Perf. Test						

STUDENT PROGRESS RECORD

Name _____ Number _____

Curriculum Area 27 MARKETING AND DISTRIBUTION

JOB TITLE: Mid-Management Trainee

Entry Date _____

Pretest Date _____

Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Com-pleted	Instruc-tor's Initials		
.01	Duties Performed In Check-Out Station						
.02	Handling Money						
.03	Handling Coupons, Refunds, Rainchecks, etc.						
.04	Packaging and Wrapping Merchandise						
.03	Checker-Cashier Qualities						
	Pretest Post Test Perf. Test						
.01	Tips for a Checker-Cashier						
.02	Shoplifting and Security for Handling Money						
.06	Visual Merchandising						
	Pretest Score Post Test Score						
.01	General Merchandise Display						
	Pretest Post Test Perf. Test						
.01	Types of Displays						
.02	Basic Design Terminology						
.03	Principles of Design						
.04	Materials in Displays						
.05	Evaluating Displays						
.07	Basic Salesmanship						
	Pretest Score Post Test Score						
.01	Steps of Sale						
	Pretest Post Test Perf. Test						
.01	Creating a Sales Atmosphere						
.02	Sales Approaches						
.03	Needs and Wants						
.04	Benefits						
.05	Elements of a Sales Presentation						
.06	Definition of Objections						
.07	Handling Objections						
.08	Closing the Sale						
.09	Closing Techniques						
.02	Suggested Selling						
	Pretest Post Test Perf. Test						
.01	Definition of Suggestion Selling						
.02	Techniques in Suggestion Selling						
.03	Selling Big-Ticket Items						

STUDENT PROGRESS RECORD

10/1/74

Name _____ Number _____ Entry Date _____

Curriculum Area 27 MARKETING AND DISTRIBUTION Pretest Date _____

JOB TITLE: Mid-Management Trainee Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Com-pleted	Instruc-tor's Initials		
.08	Customer Services						
	Pretest Score Post Test Score						
.01	Credit						
	Pretest Post Test Perf. Test						
.01	Credit Terminology						
.02	Collection Terminology						
.02	Shopping Services						
	Pretest Post Test Perf. Test						
.01	Merchandise Handling Services						
.02	Customer Accomodation Services						
.03	Consumer Informational Services						
.04	Business Advisory Services						
.05	Shopping Conveniences						
.09	Advanced Salesmanship						
	Pretest Score Post Test Score						
.01	Sales Preparation						
	Pretest Post Test Perf. Test						
.01	Customer Buying Motives						
.02	Customer Benefits						
.03	Gaining Product Knowledge						
.02	The Selling Process						
	Pretest Post Test Perf. Test						
.01	Opening a Sales Presentation						
.02	Demonstrating the Product						
.03	Obtaining Customer Participation						
.04	Objections and Excuses						
.05	Preparing for Objections						
.06	Techniques for Closing a Sale						
.03	Special Selling Techniques						
	Pretest Post Test Perf. Test						
.01	Prospecting for Customers						
.02	Retail Selling						
.03	Industrial and Wholesale Selling						
.04	Sales Management						
	Pretest Post Test Perf. Test						
.01	Self Management						
.02	Improving Sales Performance						

STUDENT PROGRESS RECORD

Name _____ Number _____ Entry Date _____

Curriculum Area 27 MARKETING AND DISTRIBUTION Pretest Date _____

JOB TITLE: Mid-Management Trainee Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Completed	Instructor's Initials		
.03	Building Repeat Sales						
.10	Advertising and Promotion						
	Pretest Score Post Test Score						
.01	Advertising Fundamentals						
	Pretest Post Test Perf. Test						
.01	Types of Advertising						
.02	Advertising Media						
.03	Preparing Advertising Copy						
.04	Illustrated Advertising						
.05	Direct Mail Advertising						
.06	Evaluating Advertising						
.07	Developing a Newspaper Advertisement						
.02	Promotion						
	Pretest Post Test Perf. Test						
.01	Sales Promotion						
.02	Public Relations						
.11	Purchasing						
	Pretest Score Post Test Score						
.01	Merchandise Buying						
	Pretest Post Test Perf. Test						
.01	Functions of Merchandise Buyer						
.02	Choosing the Product						
.03	Choosing the Vendor						
.04	Negotiating the Price						
.05	Planning a Merchandise Budget						
.06	Planning a Merchandise Assortment						
.07	Stock Turnover						
.08	Pricing						
.12	Business Finance and Control						
	Pretest Score Post Test Score						
.01	Fundamentals of Finance						
	Pretest Post Test Perf. Test						
.01	Financial Requirements of a Business						
.02	Banking Services						
.03	Risk and Insurance						
.04	Credit Policies						
.05	Collection Policies						
.06	Financial Records Analysis						

STUDENT PROGRESS RECORD

10/1/74

Name _____ Number _____

Curriculum Area 27 MARKETING AND DISTRIBUTION

JOB TITLE: Mid-Management Trainee

Entry Date _____

Pretest Date _____

Post Test Date _____

		Time Spent in Curric. Compon.	Date Started	Date Completed	Instructor's Initials		
.07	Government Regulations						
.02	Merchandise Control						
	Pretest Post Test Perf. Test						
.01	Merchandise Budgets						
.02	Model Stock Plans						
.03	Stock Control Systems						
.13	Supervisory Skills						
	Pretest Score Post Test Score						
.01	Employee Training						
	Pretest Post Test Perf. Test						
.01	Planning a Training Program						
.02	Training and Evaluation Procedures						
.03	Training Case Study						
.02	Solving Human Relation Problems						
	Pretest Post Test Perf. Test						
.01	Detecting Problems						
.02	Obtaining the Facts						
.03	Decision Making						
.04	Taking Action						
.05	Evaluating Results						
.06	Case Problem						
.03	Preventing Human Relations Problems						
	Pretest Post Test Perf. Test						
.01	Treating People as Individuals						
.02	Utilizing Employee Capabilities						
.03	Providing Job Satisfaction						
.04	Employee Participation						

APPENDIX C 2

...pational & Work Attitude Report

Career Area: FOOD SERVICES

Job Title: Institutional Cook

Students Name: _____

Date: _____

The instructor in the occupational area made the following comments about the student.

INDIVIDUAL/PERSONAL TRAITS	Comments
PERSONAL FITNESS — Physical condition, appearance, cleanliness.	
ATTENDANCE/PUNCTUALITY — Absenteeism/Ability to meet deadlines.	
COOPERATION — Ability to work effectively with others.	
SELF-CONTROL — Ability to control emotions under stress.	
FLEXIBILITY - Ability to adapt to varying situations.	

WORK TRAITS	Comments
ATTITUDE — Enthusiasm, accepts suggestions for improvement, accepts assignments, conforms to job requirements.	
COMPETENCE — Knowledge of job requirements, skills in all phases of job, grasp of broad job area.	
INDUSTRIOUSNESS/INITIATIVE — The self-discipline and decision-making ability required to pursue the tasks necessary to accomplish work assignments without constant supervision.	
QUALITY OF WORK — Neatness, accuracy. QUANTITY OF WORK — Amount of work performed.	
DEPENDABILITY — Reliability, task accomplishment	

ADDITIONAL COMMENTS AND RECOMMENDATIONS CONCERNING JOB DEVELOPMENT

See Reverse For: Functions; Equipment/Materials Used; Specific Skills

FUNCTIONS:

1. Operates a dishmachine.
2. Hand washes dishes and pots/pans.
3. Identifies fire fighting equipment.
4. Demonstrates correct methods of kitchen cleaning.
5. Learns correct methods of recognizing insect and rodent infestation.
6. Demonstates correct methods of equipment cleaning.
7. Demonstrates proper deep fat frying procedures.
8. Demonstrates correct sandwich preparation.
9. Demonstrates correct salad preparation.
10. Demonstrates proper griddle cookery.
11. Demonstrates correct egg cookery.
12. Demonstrates quantity food production techniques.
13. Demonstrates proper procedures of boiling, steaming, and simmering.
14. Demonstrates proper procedures of broiling.
15. Demonstrates correct procedures of pan-frying and sauteeing.
16. Demonstrates proper procedures of baking and roasting.

EQUIPMENT/MATERIALS USED:

1. Electric ranges and ovens.
2. Steam cooker and steam jacket kettle.
3. Electric mixer and slicer.
4. Deep fat fryer.
5. Electric broiler.
6. Electric griddle.

SPECIFIC SKILLS (If Applicable):

Instructor's Name or Signature _____ Date _____

STUDENT NUMBER _____

STUDENT WORK PLAN

10/21/74

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses.

Instructional or Curriculum Area: 26 SECOND BAKER	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other Specify PRE	Other Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operate kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Identify ingredients used in baking. Relate the ingredients characteristics and purpose to the baking process.									(280.4) 06.01 ( )	
Prepare bakery products following recipes and using appropriate procedures and equipment.										
TOTALS									JOB TITLE HOURS 337 ADJUSTED JTH ADJUSTED SUPPORT HOURS TOTAL ADJUSTED HOURS	Total Est. Time / Total Act. Time

77

Y: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

84

PRETEST % Change

POST TEST % Change

FOR DATA MONITOR USE

FOR PLANNER USE

85

STUDENT COURSE OBJECTIVES

APPENDIX D

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

10/21/74

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 Food Services - Bakery Manager Trainee	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operate kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Identify ingredients used in baking. Relate the ingredient characteristics and purposes to the baking process.									(280.4) 06.01 ( )	
Prepare bakery products following recipes and using appropriate procedures and equipment.										
TOTALS									JOB TITLE HOURS 337 + 105 Support ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

Y: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____ STUDENT WORK PLAN

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses

Instructional or Curriculum Area	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act Time
24 OFFICE EDUCATION										
Objectives: SUPPORT FOR 25 LODGING - Night Auditor, Assistant Manager Trainee; 26 FOOD SERVICES - Restaurant Manager Trainee, Bakery Manager Trainee										
CALCULATING MACHINES - Demonstrate an ability to operate the Ten-Key adding machine using addition, subtraction, multiplication.							24 / 26	24 / 26	(4) 03.01 ( ) (4) 03.02 ( )	
ACCOUNTING - Show an understanding of basic accounting principles and demonstrate an ability to apply these principles in night auditor applications.	65	65							(20) 01.01 ( ) (30) 01.02 ( ) (6) 01.04 ( )	
79										
TOTALS										

JOB TITLE HOURS 64

ADJUSTED JTH _____

ADJUSTED SUPPORT HOURS _____

TOTAL ADJUSTED HOURS _____

Total Est. Time

Total Act. Time

FOR PLANNER USE

(: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

88

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

89

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

10/21/74

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 INSTITUTIONAL COOK	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operate kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Process foods for meals commonly served in institutions that meet desired quality standards.									(50.9) 02.01 ( ) (140.5) 03.01 ( )	
TOTALS									JOB TITLE HOURS 204 ADJUSTED JTH ADJUSTED SUPPORT HOURS TOTAL ADJUSTED HOURS	Total Est. Time / Total Act. Time

FOR PLANNER USE

Y: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

10/21/74

KEY FOR FILLING OUT RIGHT HAND PARENTHESES

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 KITCHEN SUPERVISOR TRAINEE	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other Specify PRE	Other Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operate kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Process foods for meals commonly served in institutions that meet desired quality standards.									(50.9) 02.01 ( ) (140.5) 03.01 ( )	
TOTALS									JOB TITLE HOURS 204 + 31 Support ADJUSTED JTH ADJUSTED SUPPORT HOURS TOTAL ADJUSTED HOURS	Total Est. Time / Total Act. Time

18

r: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

92

PRETEST % Change

POST TEST % Change

FOR DATA MONITOR USE

FOR PLANNER USE

93

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

10/21/74

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 RESTAURANT COOK	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operate kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Prepare, portion, and garnish food for meals that require a short preparation time.									(60.9) 02.01 ( )	
Properly prepare food for meals that require a long preparation time.									(143.4) 03.01 ( )	
TOTALS									JOB TITLE HOURS 261.9 ADJUSTED JTH ADJUSTED SUPPORT HOURS TOTAL ADJUSTED HOURS	Total Est. Time / Total Act. Time

FOR PLANNER USE

Y: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

94

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

95

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

10/21/74

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 RESTAURANT MANAGER TRAINEE	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operate kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Prepare, portion, and garnish food for meals that require a short preparation time.									(60.9) 02.01 ( )	
Properly prepare food for meals that require a long preparation time.									(143.4) 03.01 ( )	
Provide food and beverage service for guests with correct equipment, servings, supplies, and treatment.									(38.4) 04.01 ( )	
TOTALS									JOB TITLE HOURS 300.3 + 129 support ADJUSTED JT'' _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

:Y: Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

10/21/74

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 CHEF TRAINEE	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Maintain a food service facility and its contents in a safe and sanitary manner and properly clean and operatre kitchen equipment.									(46.9) 01.01 ( )	
Identify employment conditions that encourage top performance and those personal practices that demonstrate employee pride and concern.									(10.7) 01.02 ( )	
Prepare, portion, and garnish food for meals that require a short preparation time.									(60.9) 02.01 ( )	
Properly prepare food for meals that require a long preparation time.									(143.4) 03.01 ( )	
Prepare gourmet food dishes and utilize correct dining room showmanship service.									(58.9) 05.01 ( )	
TOTALS									JOB TITLE HOURS 320.8 + 47 Support ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score
Score Necessary to Prevalidate / Possible Test Score

93

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

99

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthesis

Instructional or Curriculum Area 25 DESK CLERK	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Describe appropriate job terms and duties in the industry and the relationship to the future.	54 60	54 60							(37) 02.01 ( )	
Describe and demonstrate appropriate policies and procedures used daily during the guest check in relationship.	186 207	186 207	12 12	12 12					(40) 02.02 ( )	
Describe and demonstrate appropriate policies, procedures, and techniques used daily during the checkout relationship with the guest.			14 14	14 14					(37) 02.03 ( )	
Describe and demonstrate the use of various front office equipment.			15 15	15 15					(64) 02.04 ( )	
TOTALS	267	267	41	41					JOB TITLE HOURS 178 ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score	PRETEST	POST TEST
Score Necessary to Prevalidate / Possible Test Score	% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:
(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.
( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.
( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses

Instructional or Curriculum Area 25 NIGHT AUDITOR	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives:										
Describe appropriate job terms and duties in the industry and the relationship to the future.	54 60	54 60							(37) 02.01 ( )	
Describe and demonstrate appropriate policies and procedures used daily during the guest check in relationship.	186 207	186 207	12 12	12 12					(40) 02.02 ( )	
Describe and demonstrate appropriate policies, procedures, and techniques used daily during the check out relationship with the guest.			14 14	14 14			1 1	1 1	(37) 02.03 ( )	
Describe and demonstrate the use of various front office equipment.	26 29	26 29	15 15	15 15					(64) 02.04 ( )	
Describe and demonstrate the procedures for preparing an audit by hand.			11 11	11 11			1 1	1 1	(13) 03.01 ( )	
Describe and demonstrate appropriate procedures and policies used to locate and balance cashier errors.			15 15	15 15					(16) 03.02 ( )	
TOTALS									JOB TITLE HOURS _____ ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score
Score Necessary to Prevalidate / Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." on the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthesis

Instructional or Curriculum Area	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
25 NIGHT AUDITOR										
Objectives: Describe and demonstrate the policies, procedures, and techniques used in preparing the audit using the NCR 42 and various reports.	54 / 60	54 / 60	15 / 15	15 / 15					(45) 03.03 ( )	
Describe and demonstrate the procedures and techniques used for completing audits on various types of machines.	186 / 207	186 / 207	15 / 15	15 / 15					(12) 03.04 ( )	
TOTALS	563	563	97	97			2	2		

JOB TITLE HOURS 328

ADJUSTED JTH _____

ADJUSTED SUPPORT HOURS _____

TOTAL ADJUSTED HOURS _____

Total Est. Time

Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score	PRETEST % Change	POST TEST % Change
Score Necessary to Pre-validate / Possible Test Score		

FOR DATA MONITOR USE

STUDENT WORK PLAN

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:
(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.
( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.
( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 25 SUPERVISORY HOUSEKEEPER	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Describe and demonstrate the appropriate procedures, policies and techniques used in the daily care of the rooms.			11 11	11 11					(48) 01.01 ( )	
Describe and demonstrate the policies, procedures and techniques used in daily relations with the Housekeeping Staff.									(46) 01.02 ( )	
Describe and demonstrate the policies, procedures and techniques which are appropriate to the daily job.									(31) 01.03 ( ) (26) 01.04 ( )	
Describe and demonstrate policies, procedures and techniques for the usage of materials and equipment in the daily care of the rooms.									(41) 01.05 ( ) (26) 01.06 ( ) (26) 01.07 ( )	
TOTALS			11	11					JOB TITLE HOURS 242 ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time Total Act. Time

Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

PRETEST % Change

POST TEST % Change

FOR DATA MONITOR USE

FOR PLANNER USE

STUDENT NUMBER _____

STUDENT WORK PLAN

Name _____

Rater _____

Date (Entry) _____ (Exit) _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthesis

Instructional or Curriculum Area

25 ASSISTANT MANAGER (Trainee)

Objectives	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Describe appropriate job terms and duties in the industry and the relationship to the future.	54 / 60	54 / 60							(37) 02.01 ( )	
Describe and demonstrate appropriate policies and procedures used daily during the guest check in relationship.	186 / 207	186 / 207	12 / 12	12 / 12					(40) 02.02 ( )	
Describe and demonstrate appropriate policies, procedures, and techniques used daily during the check out relationship with the guest.			14 / 14	14 / 14			1 / 1	1 / 1	(37) 02.03 ( )	
Describe and demonstrate the use of various front office equipment.	26 / 29	26 / 29	15 / 15	15 / 15					(64) 02.04 ( )	
Describe and demonstrate the procedures for preparing an audit by hand.			11 / 11	11 / 11			1 / 1	1 / 1	(13) 03.01 ( )	
Describe and demonstrate appropriate procedures and policies used to locate and balance cashier errors.			15 / 15	15 / 15					(16) 03.02 ( )	
TOTALS									JOB TITLE HOURS _____ ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

68

Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

PRETEST % Change

POST TEST % Change

FOR DATA MONITOR USE

FOR PLANNER USE

STUDENT NUMBER _____

STUDENT WORK PLAN

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses

Instructional or Curriculum Area 25 ASSISTANT MANAGER (Trainee)	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Describe and demonstrate the policies, procedures, and techniques used in preparing the audit using the NCR 42 and various reports.	•								(45) 03.03 ( )	
	54 60	54 60	15 15	15 15						
Describe and demonstrate the procedures and techniques used for completing audits on various types of machines.									(12) 03.04 ( )	
	186 207	186 207	15 15	15 15						
Describe and demonstrate the appropriate procedures, policies and techniques used in the daily care of the rooms.									(5) 01.01 ( )	
			11 11	11 11						
TOTALS	563	563	108	108			2	2		

JOB TITLE HOURS 373

ADJUSTED JTH _____

ADJUSTED SUPPORT HOURS _____

TOTAL ADJUSTED HOURS _____

Total Est. Time

Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score	PRETEST % Change	POST TEST % Change
Score Necessary to Pre-validate / Possible Test Score		

FOR DATA MONITOR USE

STUDENT NUMBER _____ STUDENT WORK PLAN

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 27 Marketing and Distribution	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Support for 25 Lodging - Assistant Manager										
Describe and demonstrate proper policies and procedures used in food and beverage purchasing.	35								(16) 11.02 ( )	
Describe and demonstrate proper policies and procedures used in food and beverage cost control.									(16) 12.03 ( )	
Describe policies and procedures used to insure financial control within a Hotel/Motel.									(18) 12.01 ( )	
TOTALS									JOB TITLE HOURS 50 ADJUSTED JTH ADJUSTED SUPPORT HOURS TOTAL ADJUSTED HOURS	Total Est. Time / Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score	Score Necessary to Prevalidate / Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____

STUDENT WORK PLAN

10/21/74

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthese

Instructional or Curriculum Area 26 FOOD SERVICES	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Support for 25 Lodging Assistant Manager Trainee										
The student will provide food and beverage service for guests using correct equipment, servings supplies, and treatment.									(38.4) 04.01 ( )	
The student will gain knowledge of maintaining a food service facility in a safe and sanitary manner; and the proper cleaning and operating of kitchen equipment.									(18.7) 01.01 ( )	
TOTALS									JOB TITLE HOURS 57.1 ADJUSTED JTH ADJUSTED SUPPORT HOURS TOTAL ADJUSTED HOURS	Total Est. Time / Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score	
Score Necessary to Prevalidate / Possible Test Score	

114

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

115

92

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)*_____ *(Exit)*_____

STUDENT WORK PLAN

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parenthesis

Instructional or Curriculum Area 27 MID-MANAGEMENT TRAINEE	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Demonstrate an understanding of the distribution system and of the services provided by wholesale and retail businesses.	3	3							(5) 01.01 ( ) (7) 01.02 ( ) (6) 01.03 ( )	
Demonstrate an understanding of the procedures used to process merchandise and ability to correctly enter information on purchase documents.	6	6							(15) 02.01 ( ) (15) 02.02 ( ) (11) 02.03 ( )	
Demonstrate an understanding of the factors which promote good human relations in marketing occupations.	3	3							(17) 03.01 ( ) (9) 03.02 ( )	
Demonstrate ability to calculate mathematical problems related to stockkeeping and selling activities of retail businesses.	4	30							(24) 04.01 ( ) (16) 04.02 ( )	
Demonstrate ability to operate a cash register and use correct sales transaction procedures.		50							(26) 05.01 ( ) (10) 05.02 ( ) (4) 05.03 ( )	
Demonstrate an understanding of the fundamental merchandise display techniques and ability to construct and evaluate displays.		25		30		30			(16) 06.01 ( )	
TOTALS									JOB TITLE HOURS _____ ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

FOR PLANNER USE

Actual Score / Possible Test Score
Score Necessary to Prevalidate / Possible Test Score

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

STUDENT NUMBER _____

Name _____

Rater _____

Date *(Entry)* _____ *(Exit)* _____

STUDENT WORK PLAN

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:
(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.
( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.
( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses

Instructional or Curriculum Area 27 MID-MANAGEMENT TRAINEE	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Demonstrate an understanding of the fundamentals of good salesmanship and an ability to apply this knowledge in a simulated sales situation.	1								(24) 07.01 ( ) (15) 07.02 ( )	
Demonstrate an understanding of sales-supporting services provided by wholesale and retail businesses.	35								(5) 08.01 ( ) (10) 08.02 ( )	
Demonstrate an understanding of advanced concepts and practices of good salesmanship and an ability to apply this knowledge in a simulated sales situation.	60								(24) 09.01 ( ) (42) 09.02 ( ) (15) 09.03 ( ) (15) 09.04 ( )	
Demonstrate an understanding of the fundamentals of advertising and sales promotion activities and an ability to construct an advertisement for a local newspaper.	40								(23) 10.01 ( ) (5) 10.02 ( )	
Demonstrate an understanding of the fundamentals of buying merchandise for resale, and an ability to calculate mathematical problems related to buying.	40								(21) 11.01 ( )	
Demonstrate an understanding of fundamental concepts and practices used in business finance and control of costs and ability to solve problems related to finance and cost control.									(23) 12.01 ( ) (25) 12.02 ( )	
TOTALS									JOB TITLE HOURS _____ ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

Actual Score / Possible Test Score

Score Necessary to Prevalidate / Possible Test Score

PRETEST	% Change	POST TEST	% Change

FOR DATA MONITOR USE

FOR PLANNER USE

10/1/74 Page _____ of _____ Pages

STUDENT NUMBER_____

STUDENT WORK PLAN

Name _____

Rater _____

Date *(Entry)*_____ *(Exit)*_____

KEY FOR FILLING OUT RIGHT HAND PARENTHESES:

(V) Unit prevalidated on pretest indicated by entering a "V" in the parentheses following unit code.

( ) For Completed Units enter total hours from SPR "Time Spent . . ." in the parentheses.

( ) For Incomplete Units enter total hours for completed LAP's from from SPR "Time Spent . . ." at the immediate right of the parentheses

Instructional or Curriculum Area 27 MID-MANAGEMENT TRAINEE	Comprehensive Written Test PRE	Comprehensive Written Test POST	Performance Check List PRE	Performance Check List POST	Attitude Check List PRE	Attitude Check List POST	Other: Specify PRE	Other: Specify POST	COURSE UNITS NEEDED	Est. Time / Act. Time
Objectives: Demonstrate an understanding of methods of solving and preventing human relations problems and an ability to solve human relations problems in a simulated situation.									(6) 13.01 ( ) (7) 13.02 ( ) (8) 13.03 ( )	
TOTALS									JOB TITLE HOURS 621 ADJUSTED JTH _____ ADJUSTED SUPPORT HOURS _____ TOTAL ADJUSTED HOURS _____	Total Est. Time / Total Act. Time

95

Actual Score / Possible Test Score
Score Necessary to Pre-validate / Possible Test Score

129

PRETEST	POST TEST
% Change	% Change

FOR DATA MONITOR USE

FOR PLANNER USE

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